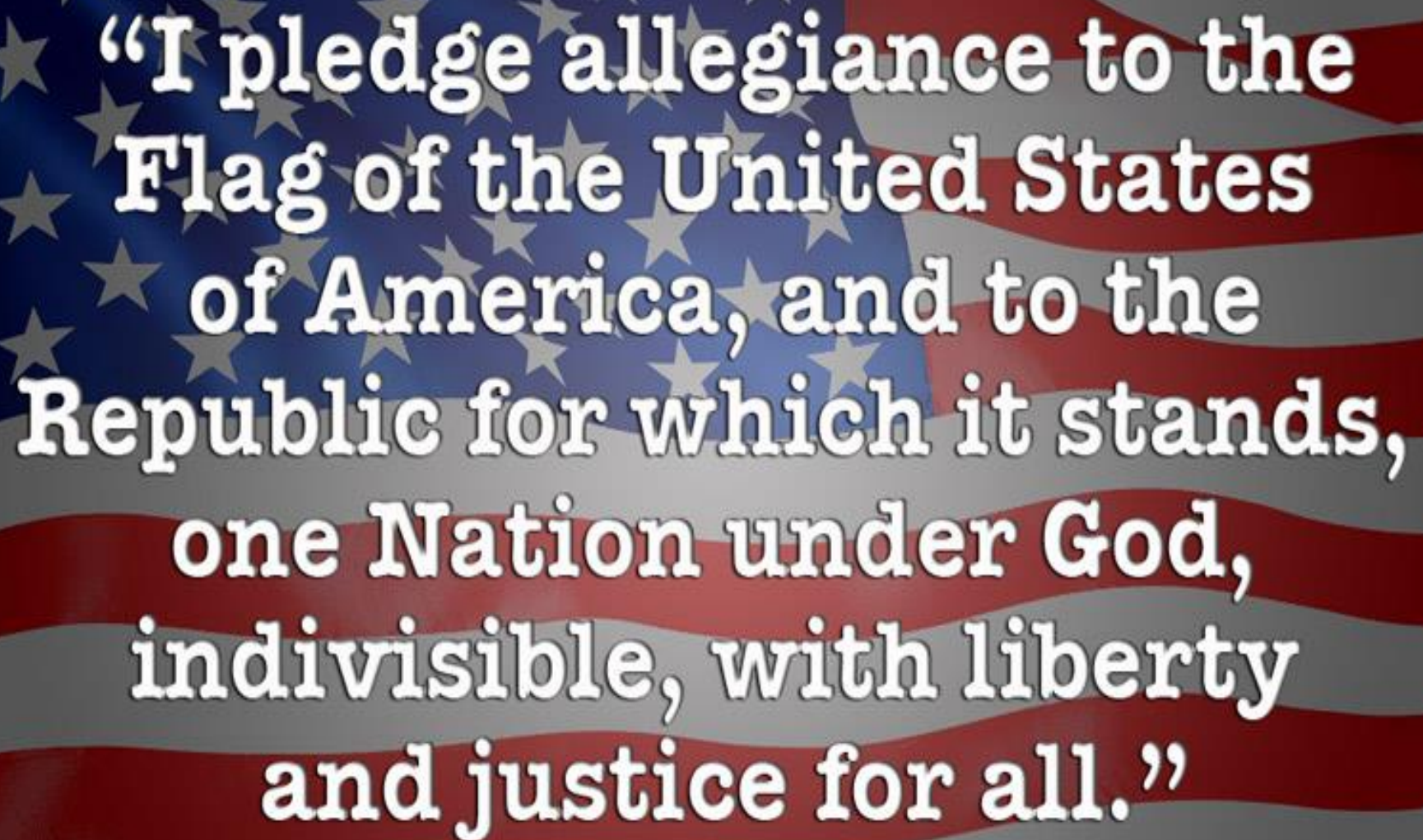




LAKE COUNTY 2023 GENERAL ELECTION TRAINING MATERIALS

WELCOME POLL WORKERS

The background of the slide is a stylized American flag. It features a blue field with white stars on the left side, and red and white wavy stripes on the right side. The text is overlaid on this background.

**“I pledge allegiance to the
Flag of the United States
of America, and to the
Republic for which it stands,
one Nation under God,
indivisible, with liberty
and justice for all.”**

Lake County Board of Elections & Registration

Michelle R. Fajman
LeAnn J. Angerman
Jerry Schmitt
Genevieve Gasparovic
Joel Rodriguez
Ruthann Hoagland
Andre Manzo
James Oliver

Director
Assistant Director
Election Administrator
Assistant Election Administrator
Registration Administrator
Assistant Registration Administrator
Chief Mechanic
Assistant Chief Mechanic

Board Members

Kevin C. Smith- (D)
Michael Brown- (D)
Robert Tribble- (D)
John P. Reed- (R)
Michael Mellon - (R)



****INSPECTORS****

**PLEASE CALL ALL OF THE WORKERS
AND INVITE THEM TO SET UP THE
POLL LOCATION.**

ELECTION SUPPLIES

This Black Bag Contains ELECTION Supplies.

PLEASE VERIFY THE CONTENTS OF THIS BAG PRIOR TO
ELECTION MORNING.

CONTACT ELECTION BOARD AT 755-3795 IF BAG IS MISSING OR
INCORRECT SUPPLIES.

VOTING MACHINE MECHANICS NUMBERS LISTED IN
THE BLACK BAG (BEFORE ELECTION DAY 219-755-3845)

FOR ALL OTHER CONCERNS CONTACT 755-3795



MUST Post Sample Ballots, Voter's Rights and Voting Instructions

Post Vote Here Signs, Stretch Rope from the Entrance to voting room, 50ft full length

Set up the Jet Pack/Mi-fi/Hotspot/Cradle-point, Printer and then Poll Pad (keep cell phones away)

Make sure to have at least 1-2 feet of space Between each unit

Turn on Poll Pad, Do a Test Print and Verify Zero Count

Make Sure there is a Clear Path to all Voting Machines

MEALS

- **Make sure you make arrangements for food during the day.**
 - **Bring a lunch**
 - **Have someone bring you lunch**
 - **Order takeout or a pizza**
- (Try to meet the delivery guy at the door, he can't come in.)**



LAKE COUNTY, INDIANA PRESENTS

INFINITY MICROVOTE VOTING SYSTEM



MICROVOTE SUPPLIES

WHAT TO LOOK FOR



VOTING MACHINE(S)
MICROVOTE – INFINITY

PRECINCT BAG

VOTING MACHINE PRINTER

POLL PAD PRINTER

POWER CORD FOR ALL PRINTERS

VOTING MACHINE PRINTER CABLE (Silver, Already Attached)

Two Stylus and an Extra Roll of Paper for Each Printer

DOUBLE TALK BOX

HEADPHONES

*PRECINCT ENVELOPE _____ (Large WHITE Envelope)

START CARDS (Green)

VOTE CARDS (Blue)

TALLY CARDS(Red) (inside of the Tally Envelope)

ON MONDAY START VOTING MACHINE SYSTEM

CHECK LUGGAGE TAG

SET UP MACHINE



CHECK BALLOT

PRINT ZERO TAPE



SET CARRYING BOOTH UP-RIGHT

USE A TABLE IF AVAILABLE



Do Not Place the Booth Under Direct Light or
in view of a camera to ensure voter privacy.



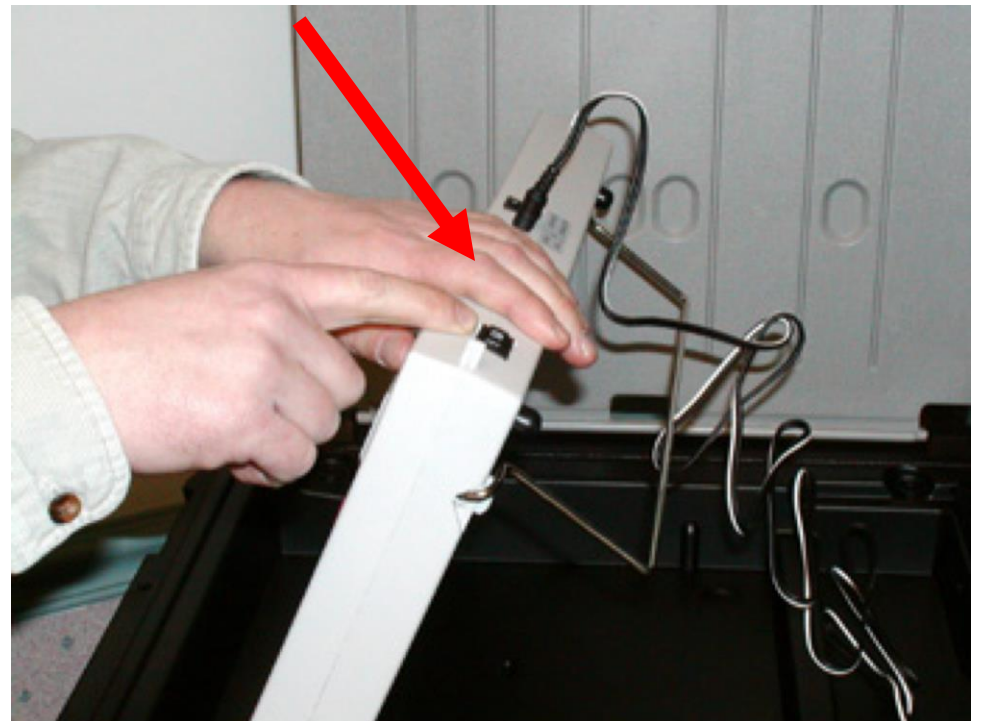
TRY TO PLACE ALL CORDS AWAY FROM
TRAFFIC AREAS

IF NECESSARY, TAPE DOWN ALL POWER
CORDS THAT ARE IN TRAFFIC AREAS

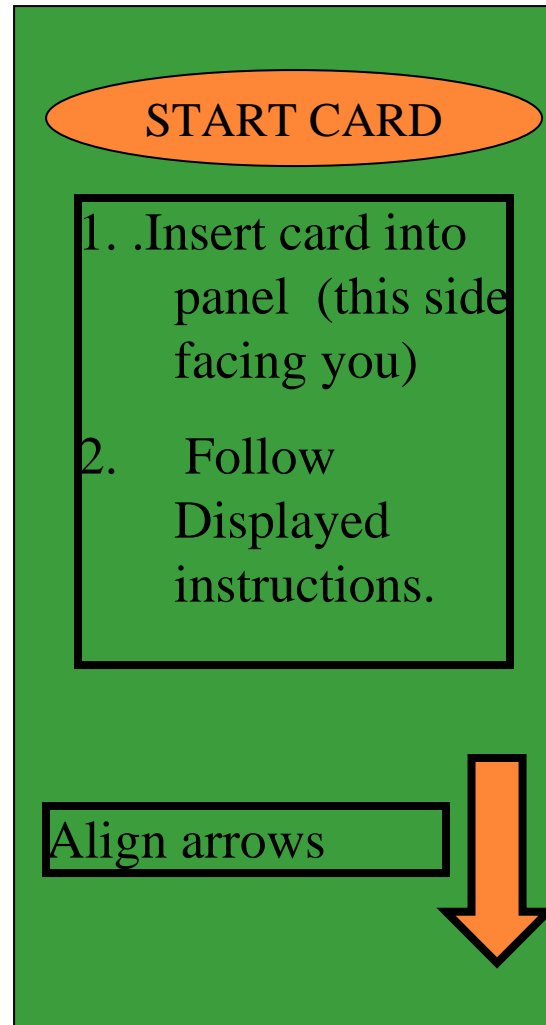


ON MONDAY NIGHT START MICROVOTE VOTING SYSTEM

- **TURN ON THE
POWER**
- **THE SWITCH IS
LOCATED ON
THE BACK OF
THE VOTING
PANEL ON THE
RIGHT HAND
SIDE**



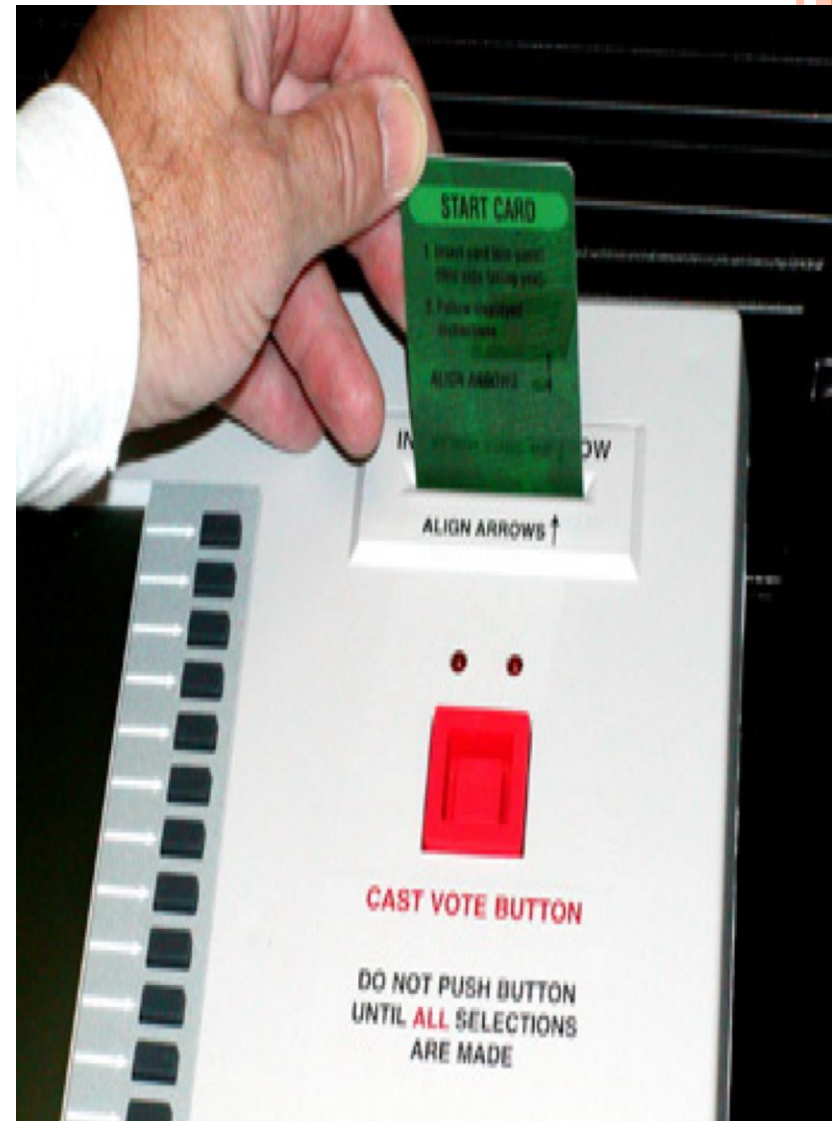
GREEN START CARD



***WHEN THE
SCREEN GOES
BLANK***

**LINE UP THE ARROWS,
INSERT THE
GREEN START CARD
IN THE SLOT UNTIL
IT STOPS AND THE
SCREEN COMES ON**

**THAT SIGNALS THE
CARD IS INSERTED
ALL THE WAY IN THE
SLOT .**



FOLLOW THE DIRECTIONS DISPLAYED ON THE SCREEN

YOU WILL BE ASKED TO ENTER A PASSWORD LISTED ON INSPECTOR ENVELOPE TO ACTIVATE THE VOTING PANEL. USE THE GREY BUTTONS TO THE LEFT OF THE NUMBERS



ENTER THE SECURITY PASSWORD, THEN PRESS THE GRAY BUTTON TO THE LEFT OF THE WORD DONE

CHECK BALLOT AND TEST PRINT

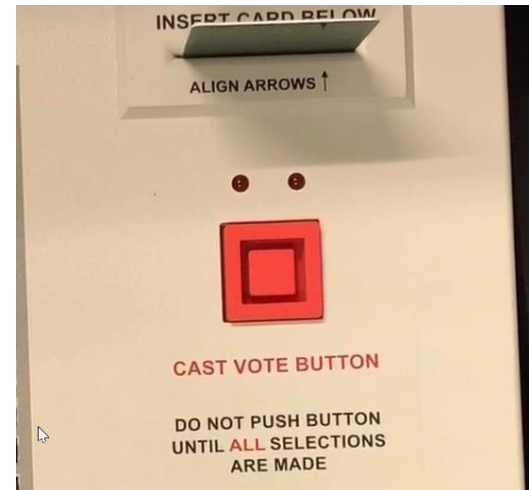
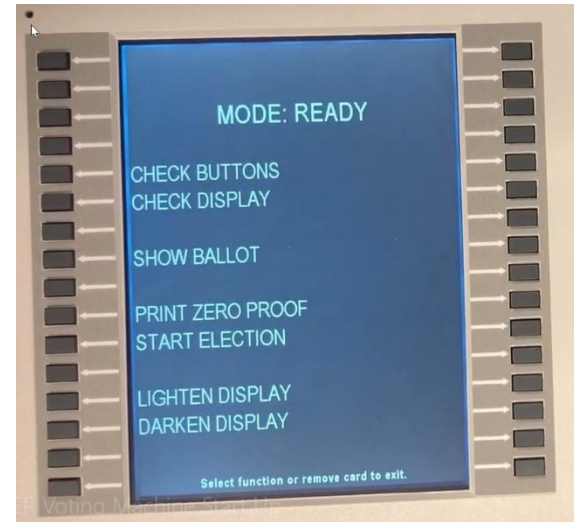
**YOU WILL SEE SEVERAL CHOICES –
CHECK BUTTONS, CHECK DISPLAY,
SHOW BALLOT, PRINT ZERO PROOF,,
START ELECTION, LIGHTEN DISPLAY,
AND DARKEN DISPLAY**

**PRESS THE SHOW BALLOT BUTTON
AND COMPARE THEM TO THE SAMPLE
BALLOTS IN THE BLACK ROLLER BAG**

**WHEN AT THE LAST PAGE OF EACH
BALLOT, PRESS THE RED CAST VOTE
BUTTON TO RETURN TO THE MENU**

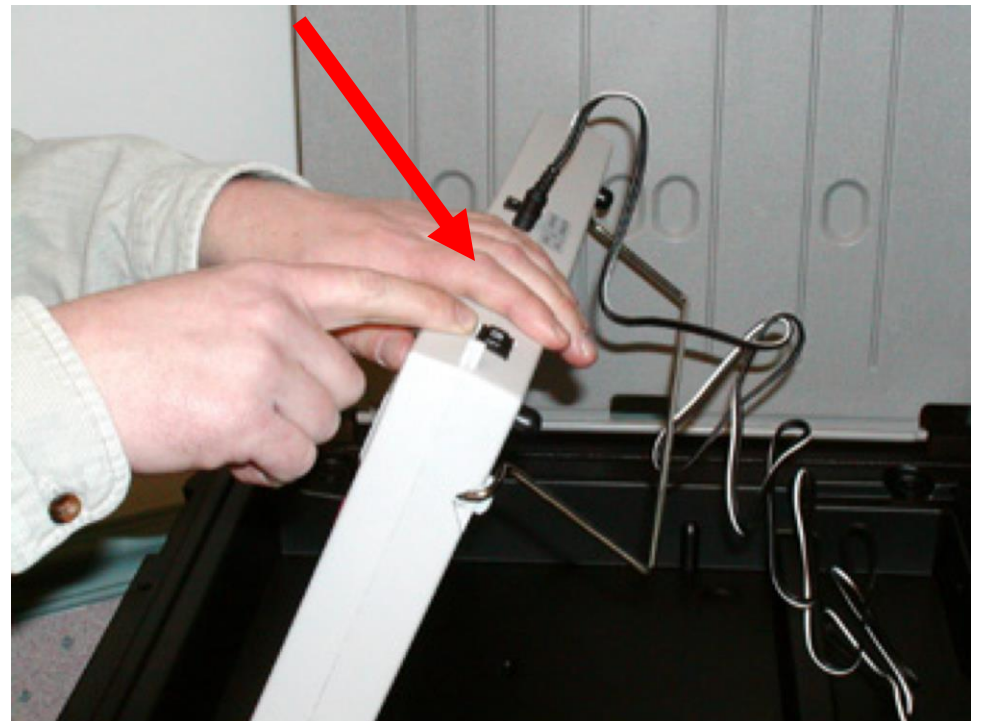
**PRESS THE PRINT ZERO PROOF
BUTTON TO TEST THAT THE PRINTER
IS WORKING CORRECTLY**

**WHEN THESE STEPS ARE COMPLETED
REMOVE THE GREEN CARD AND TURN
OFF MACHINE**



ON TUESDAY START MICROVOTE VOTING SYSTEM

- **TURN ON THE POWER**
- **THE SWITCH IS LOCATED ON THE BACK OF THE VOTING PANEL ON THE RIGHT HAND SIDE**



***WHEN THE
SCREEN GOES
BLANK***

**LINE UP THE ARROWS,
INSERT THE
GREEN START CARD
IN THE SLOT UNTIL
IT STOPS AND THE
SCREEN COMES ON**

**THAT SIGNALS THE
CARD IS INSERTED
ALL THE WAY IN THE
SLOT .**



PASSWORD

FOLLOW DIRECTION DISPLAYED ON THE SCREEN

YOU WILL BE ASKED TO ENTER A PASSWORD LISTED ON INSPECTOR ENVELOPE TO ACTIVATE THE VOTING PANEL. USE THE GREY BUTTONS TO THE LEFT OF THE NUMBERS



ENTER THE SECURITY PASSWORD, THEN PRESS THE GRAY BUTTON TO THE LEFT OF THE WORD DONE

“START ELECTION” ON THE VOTING MACHINE

Insert the **Green Start Card** and leave it in the slot in the voting machine.

Enter the security code then choose **DONE**

Connect Printer

Choose **PRINT ZERO PROOF**

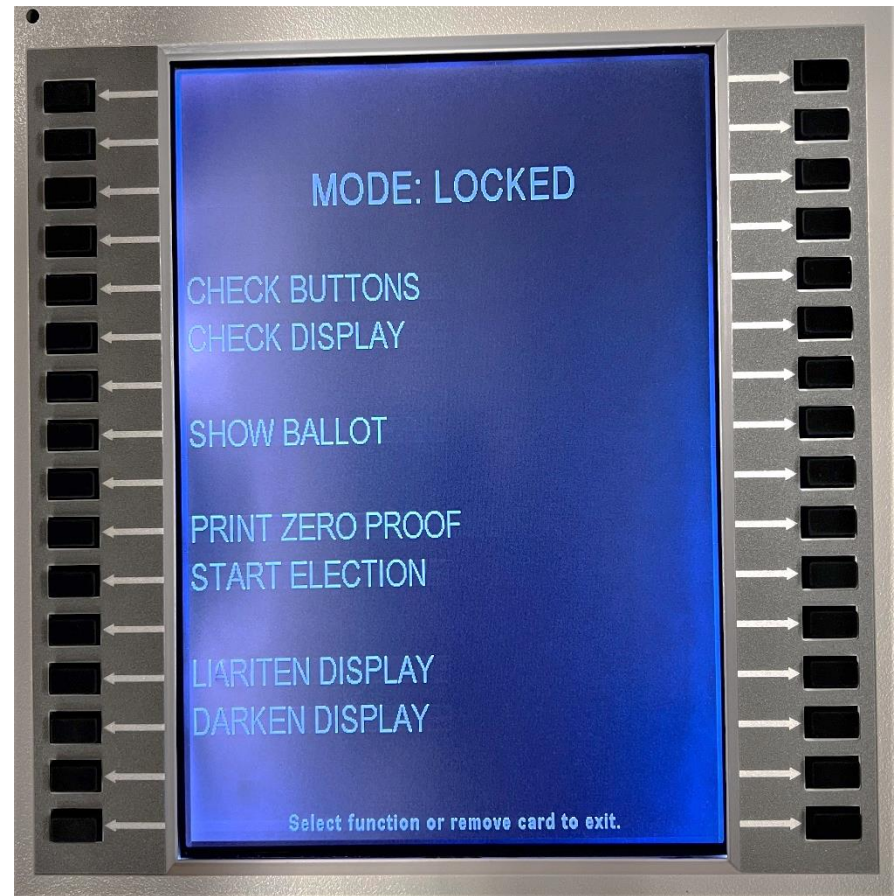
Choose **PRINT**

Did it Print Correctly? YES

Choose **START ELECTION** then **START**
MODE: VOTING ENABLED will be displayed

**** **DO NOT USE ANY OTHER SCREEN OPTIONS******

Remove **GREEN START CARD**



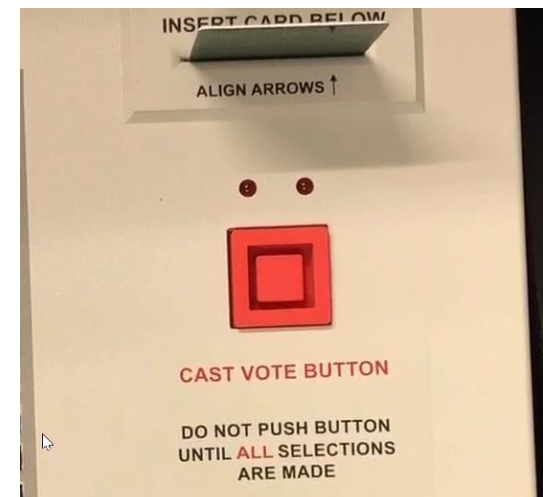
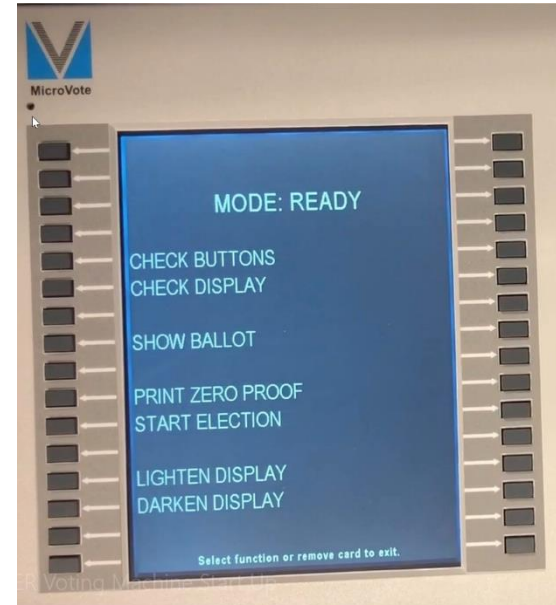
When closing the machine out for the day, use same security listed on inspector envelope to Tally the cards and close the machine.

*** If you accidentally go into another option, use the phone list in your Inspector Kit it to call your closest Mechanic to respond. Do not continue to use the machine or make any adjustments.

NOW YOU ARE READY TO START THE ELECTION

- YOU WILL SEE SEVERAL CHOICES -
BUTTON CHECK, DISPLAY CHECK,
ZERO PROOF, LIGHTEN DISPLAY,
DARKEN DISPLAY AND START
ELECTION
- YOU MUST PRINT A ZERO PROOF,
LEAVE GREEN START CARD IN,
THEN PRESS THE START ELECTION
BUTTON. MACHINE WILL NOT
START ELECTION UNLESS YOU
PRINT A ZERO PROOF TAPE FIRST.
YOU WILL BE INSTRUCTED TO
PRESS THE BUTTON NEXT TO
START

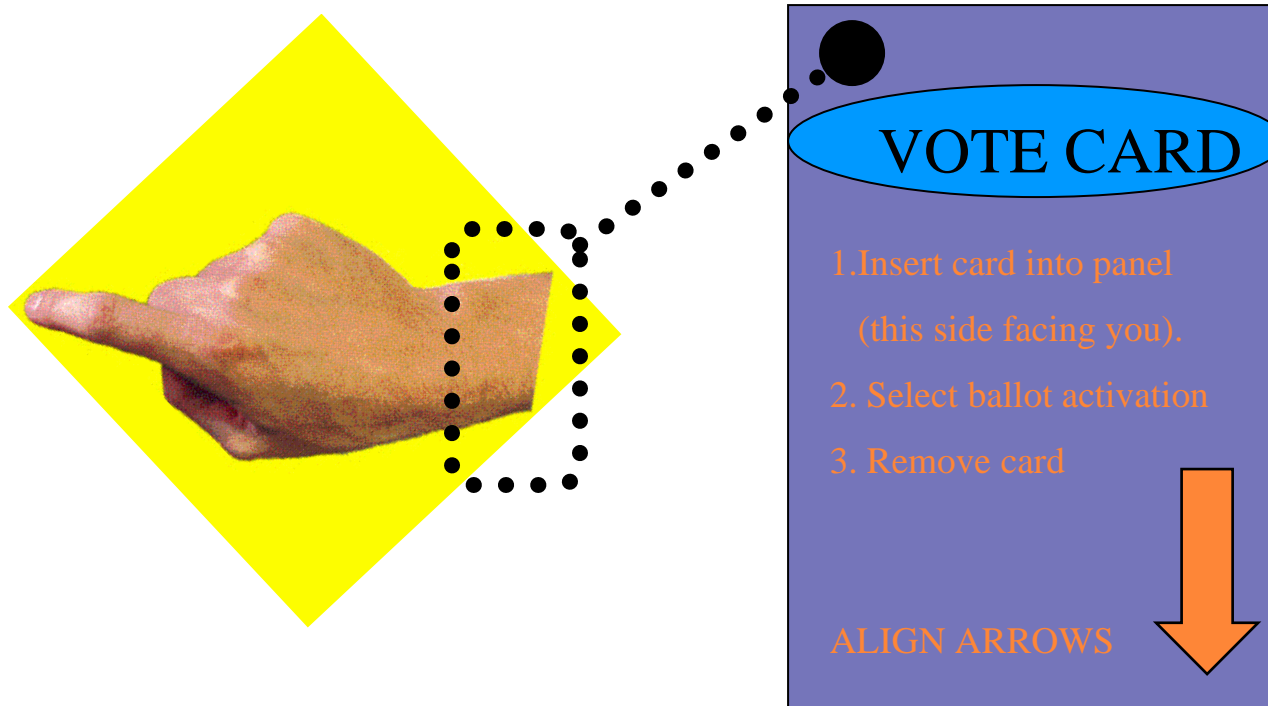
WHEN INSTRUCTED BY THE PANEL,
REMOVE THE GREEN CARD AND
YOU ARE READY FOR VOTING



- REPEAT THIS PROCESS ON ALL THE VOTING PANELS AT YOUR PRECINCT
- THE SCREEN WILL SHOW
- “MODE VOTING ENABLED”
- RETURN THE GREEN START CARD TO WHITE ENVELOPE #1

ALL JUDGES WILL NEED A BLUE VOTE CARD

ATTACHED TO A WRIST COIL



KEEP COIL ON WRIST AT ALL TIMES,

NEVER ALLOW VOTER TO HANDLE THE VOTE CARD

MACHINE OPERATION BALLOT ACTIVATION

- ALIGN ARROWS
- INSERT THE BLUE VOTE CARD INTO THE VOTING PANEL, SELECT THE PARTY THE VOTER DECLARES
- WHEN THE BALLOT APPEARS ON THE SCREEN, **REMOVE THE VOTE CARD**
- ALLOW THE VOTER TO ENTER THE BOOTH



CAST VOTE

- ❖ A VOTER MUST MAKE ONE SELECTION AND VIEW ALL PAGES
- ❖ AFTER ALL SELECTIONS HAVE BEEN MADE, PRESS THE BUTTON TO CONFIRM VOTE. THE TWO LIGHTS ABOVE THE RED CAST VOTE BUTTON WILL COME ON.
- ❖ THE VOTER WILL PUSH THE CAST VOTE BUTTON TO RECORD THEIR VOTE.
- ❖ AFTER THE VOTER PUSHES THE CAST VOTE BUTTON. THE VOTER WILL HEAR A BEEP.
- ❖ (THANK YOU) WILL BE DISPLAYED ON THE SCREEN. INDICATING THE VOTE HAS BEEN RECORDED.

TUESDAY ELECTION DAY

OPENING THE POLLS

1. Arrive at polling location between 5:00 and 5:30 a.m. Don't replace any workers until at least 6:10 a.m.
2. Swear in all Poll Workers if you've not already done so.
3. Check Ballot if not done on Monday, print Zero Proof Tape and place in white envelope #1 and start Election
4. Set up Jet Pack/Hot Spot/Cradle Point, Poll Pad Printer and then Poll Pad
5. Complete steps 1-4 in the **LIGHT GREEN** Inspector Book.
6. Put up 50 Foot Chute.
7. If you received ADA equipment at your polling place, be sure to install.
8. Announce opening of polls at 6:00 AM
9. Write down how many voters were in line when you OPENED/12:30PM/CLOSED.
(FORM # PRE-1(Inspector Oath Book, STEP 6)



THE HELP AMERICA VOTE ACT

Is a Federal Law requiring each polling place to be accessible to elderly voters and voters with disabilities.

- 1. Polling places should have accessible parking and obstructions to entrances should be removed.**
- 2. Poll workers should never assume a voter wants assistance.**
- 3. Be aware that dogs assisting people with disabilities must be admitted into the polling place.**

PEOPLE WITH DISABILITIES CAN BRING SOMEONE TO THE POLLS TO ASSIST THEM IN THE VOTING BOOTH, OR THEY MAY REQUEST THE BIPARTISAN JUDGES TO ASSIST THEM (FORM PRE-3)



**AFFIDAVITS OF VOTER ASSISTANCE**State Form 28192 (R9 / 11-15)
Indiana Election Division (IC 3-11-9-2, 3-11-9-3)**(PRE-3)****INSTRUCTIONS:** Complete PART A or PART B – **NOT BOTH**. Return completed form in PRE-15 envelope.

PART A	AFFIDAVIT OF PERSON DESIGNATED TO ASSIST A VOTER						
A	INSTRUCTIONS: <ol style="list-style-type: none"> 1. This affidavit must be completed BEFORE the voter enters the voting booth at the polls or to cast an absentee ballot. 2. The person who has been designated by a voter to assist the voter in the voting booth because of a disability <i>(or the voter's inability to read or write English)</i> must sign the affidavit. 3. The voter may designate a person of voter's choice, other than the voter's employer, an officer of the voter's union, or an agent of the voter's employer or union. 4. The precinct election board will keep this affidavit and return it with the other election supplies at the end of the day. <p>State of Indiana, _____ County:</p> <p>I, the undersigned, affirm that to the best of my knowledge, the voter, _____, whom I assist in voting: <i>(Name of Voter)</i></p> <ol style="list-style-type: none"> 1. Is a voter with a disability as defined in IC 3-5-2-50.2 <i>(or is unable to read or write English)</i>; and 2. Has requested my assistance in voting at this election. <p>NOTE: This must be subscribed and sworn to before a person authorized to administer oaths within Indiana, such as the precinct inspector.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Signature of Person Assisting Voter</td> <td style="width: 50%;">Printed Name of Person Assisting Voter</td> </tr> </table> <p style="text-align: center;">Subscribed and sworn to before me, this _____ day of _____, 20____.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Signature of Person Administering Oath</td> <td style="width: 50%;">Title</td> </tr> </table>	Signature of Person Assisting Voter	Printed Name of Person Assisting Voter	Signature of Person Administering Oath	Title		
Signature of Person Assisting Voter		Printed Name of Person Assisting Voter					
Signature of Person Administering Oath		Title					
A							
A							
A							
A							
A							
A							
A							
A							
A							
PART A	IF THIS SECTION HAS BEEN FILLED OUT, DO <u>NOT</u> FILL OUT PART B.						
PART B	AFFIDAVIT OF THE TWO JUDGES ASSISTING A VOTER						
B	INSTRUCTIONS: <ol style="list-style-type: none"> 1. This affidavit must be completed and signed by the two (2) election judges BEFORE the voter enters the voting booth at the polls. 2. The judges may assist any voter in marking the voter's ballot if the voter does not wish to designate a person of the voter's choice to assist the voter. 3. Only those voters who require assistance because of a disability <i>(or the voter's inability to read or write English)</i> may be assisted by the judges in the voting booth. 4. The precinct election board will keep this affidavit and return it with the other election supplies at the end of the day. <p>State of Indiana, _____ County:</p> <p>I, the undersigned, affirm that to the best of my knowledge, the voter, _____, whom I assist in voting: <i>(Name of Voter)</i></p> <ol style="list-style-type: none"> 1. Is a voter with a disability as defined in IC 3-5-2-50.2 <i>(or is unable to read or write English)</i>; 2. Has requested my assistance in voting at this election; and 3. Does not wish to designate a person to assist the voter in voting under IC 3-11-9-2. <p>NOTE: This must be subscribed and sworn to before a person authorized to administer oaths within Indiana, such as the precinct inspector.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Signature of Judge</td> <td style="width: 50%;">Printed Name of Judge</td> </tr> <tr> <td style="width: 50%;">Signature of Judge</td> <td style="width: 50%;">Printed Name of Judge</td> </tr> </table> <p style="text-align: center;">Subscribed and sworn to before me, this _____ day of _____, 20____.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Signature of Person Administering Oath</td> <td style="width: 50%;">Title</td> </tr> </table>	Signature of Judge	Printed Name of Judge	Signature of Judge	Printed Name of Judge	Signature of Person Administering Oath	Title
Signature of Judge		Printed Name of Judge					
Signature of Judge		Printed Name of Judge					
Signature of Person Administering Oath		Title					
B							
B							
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B							
PART B	IF THIS SECTION HAS BEEN FILLED OUT, DO <u>NOT</u> FILL OUT PART A.						

PRECINCT POLL INSPECTORS

THE INSPECTOR MANAGES THE POLLING PLACE

The inspector shall ask voters to provide photo ID.

Challenge voters and accept challenges.

The inspector picks up election supplies on the Saturday prior to election.

The inspector administers the oath to all poll workers (PRE-1, LIGHT GREEN Precinct Oath Book)

The inspector announces the opening and closing of the polling place.

Accompanied by the judge of the opposite political party, the inspector returns all election supplies at the drop off site.

The Inspector makes sure the CERTIFICATE OF EXPENSE is filled out and signed by the Poll Workers.

**NO ONE IS ALLOWED IN POLLING
PLACE WITHOUT CREDENTIALS**



WHO IS ALLOWED IN THE POLLING PLACE WITH CREDENTIALS

STATE OF INDIANA }
COUNTY OF LAKE } ss: **Board of Election Commissioners**

Date **5/2/2023**

..... is hereby appointed to serve as

Deputy Election Commissioner	Special Messenger
Voting Machine Mechanic	Courier / Counter
Member Absent Voter Traveling Board	Election Board Member

PRIMARY

and is to be admitted to any polling place for the
Election.

.....
.....
.....

I, do solemnly swear that I will
support the Constitution of the United States of America and the Constitution of the
State of Indiana, and that I will faithfully, honestly and impartially discharge my
duties in connection with the Elections, to the best of my skill and ability, So Help
Me God.

Subscribed and sworn to before me this.....day of..... 20.....

.....
Notary

x 1045-M

WHO IS ALLOWED IN THE POLLING PLACE ?

Voters casting ballots (and children under 18 with the voter). Precinct election officials (inspectors, judges, poll clerks...). An individual authorized to assist a voter in voting. (Can not be a union rep, or the voter's employer).

If the voter requests assistance, but does not designate someone to help them, the Judge and Clerk must accompany the voter into the voting booth and assist the voter.

A person providing assistance to a voter (including Judges), must complete the Affidavit of Voter Assistance (PRE-3), before entering the voting booth.

PARTY WATCHERS, POLL BOOK HOLDERS, CHALLENGERS AND PEOPLE WITH MEDIA CREDENTIALS. DESCRIPTIONS DUTIES/RULES FOR EACH ARE FOUND IN THE 2023 INDIANA ELECTION DAY HANDBOOK

DEMOCRAT WATCHER'S CREDENTIAL I.C. 3-6-8

NAME AND ADDRESS OF WATCHER PRECINCT NUMBER

The above-named is hereby appointed DEMOCRAT ELECTION WATCHER, for and in the precinct indicated, during the PRIMARY election MAY 3, 2011, as representing the principles of the Democratic Party.

Thomas M. McDermott Jr., Democrat County Chairman

I hereby swear or affirm that I am a registered voter of Lake County and that I am not a candidate to be voted on at this election except as an unopposed candidate for precinct committeeman or state convention delegate.

(This Copy to be surrendered to
Precinct Board Inspector)

Watcher

DEMOCRAT WATCHER'S CREDENTIAL I.C. 3-6-8

NAME AND ADDRESS OF WATCHER PRECINCT NUMBER

The above-named is hereby appointed DEMOCRAT ELECTION WATCHER, for and in the precinct indicated, during the PRIMARY election MAY 3, 2011, as representing the principles of the Democratic Party.

Thomas M. McDermott Jr., Democrat County Chairman

I hereby swear or affirm that I am a registered voter of Lake County and that I am not a candidate to be voted on at this election except as an unopposed candidate for precinct committeeman or state convention delegate.

(This Copy to be
Retained by Watcher)

Watcher

DEMOCRAT POLL BOOK HOLDER'S CREDENTIAL I.C. 3-6-7

NAME AND ADDRESS OF POLL BOOK HOLDER PRECINCT NUMBER

The above-named is hereby appointed DEMOCRAT POLL BOOK HOLDER, for and in the precinct indicated, during the PRIMARY election MAY 3, 2011, as representing the principles of the Democratic Party.

Thomas M. McDermott Jr., Democrat County Chairman

I hereby swear or affirm that I am not a candidate to be voted on at this election except as an unopposed candidate for precinct committeeman or state convention delegate.

(This Copy to be surrendered to
Precinct Board Inspector)

Poll Book Holder

DEMOCRAT POLL BOOK HOLDER'S CREDENTIAL I.C. 3-6-7

NAME AND ADDRESS OF POLL BOOK HOLDER PRECINCT NUMBER

The above-named is hereby appointed DEMOCRAT POLL BOOK HOLDER, for and in the precinct indicated, during the PRIMARY election MAY 3, 2011, as representing the principles of the Democratic Party.

Thomas M. McDermott Jr., Democrat County Chairman

I hereby swear or affirm that I am not a candidate to be voted on at this election except as an unopposed candidate for precinct committeeman or state convention delegate.

(This Copy to be returned
by Poll Book Holder)

Poll Book Holder

DEMOCRAT PARTY CHALLENGER'S CREDENTIAL I.C. 3-6-7

NAME AND ADDRESS OF PARTY CHALLENGER PRECINCT NUMBER

The above-named is hereby appointed DEMOCRAT PARTY CHALLENGER, for and in the precinct indicated, during the PRIMARY election MAY 3, 2011, as representing the principles of the Democratic Party.

Thomas M. McDermott Jr., Democrat County Chairman

I hereby swear or affirm that I am at least eighteen (18) years of age, I am a registered voter of Lake County and that I am not a candidate to be voted on at this election except as an unopposed candidate for precinct committeeman or state convention delegate.

(This Copy to be surrendered to
Precinct Board Inspector)

Party Challenger

DEMOCRAT PARTY CHALLENGER'S CREDENTIAL I.C. 3-6-7

NAME AND ADDRESS OF PARTY CHALLENGER PRECINCT NUMBER

The above named is hereby appointed DEMOCRAT PARTY CHALLENGER, for and in the precinct indicated, during the PRIMARY election MAY 3, 2011, as representing the principles of the Democratic Party.

Thomas M. McDermott Jr., Democrat County Chairman

I hereby swear or affirm that I am at least eighteen (18) years of age, I am a registered voter of Lake County and that I am not a candidate to be voted on at this election except as an unopposed candidate for precinct committeeman or state convention delegate.

(This Copy to be
Retained by Challenger)

Party Challenger

NEW 2023 POLLWORKER PAY SCALE

2023 POLLWORKER PAY SCALE			
POSITION	BASE PAY	TRAINING	TOTAL
INSPECTOR	210	30	240
JUDGES	145	30	175
CLERKS	145	30	175

**IF REPUBLICAN JUDGES RETURN
THE ELECTION SUPPLIES WITH THE INSPECTOR
AND SIGNS THE RETURN SHEET, THEY WILL
RECEIVE AN ADDITIONAL \$25 IN PAY**



STATEMENT OF EXPENSE

Township or Ward _____ Precinct _____

STATEMENT OF EXPENSE OF ELECTION BOARD AND OFFICERS FOR ELECTION, MAY 4, 2010

NOTE:

- Each board member and officer must fully complete the appropriate portions of this form.
- PLEASE PRINT** all information requested. Inspector: include name and address of polling place.
- Federal Law requires that we report election workers compensation each calendar year.
- File this statement with the Auditor in care of the Lake County Election Board at the same time the election returns are made.

PLEASE PRINT

NAME	TRAINING	BASE AMOUNT	TOTAL	WARRANT NUMBER
Name X _____ Soc. Sec.# _____ Phone _____		\$150.00*		
Address _____ Zip Code _____				
Name X _____ Soc. Sec.# _____ Phone _____		\$100.00*		
Address _____ Zip Code _____				
Name X _____ Soc. Sec.# _____ Phone _____		\$100.00*		
Address _____ Zip Code _____				
Name X _____ Soc. Sec.# _____ Phone _____		\$100.00*		
Address _____ Zip Code _____				
Name X _____ Soc. Sec.# _____ Phone _____				
Address _____ Zip Code _____				
Name X _____ Soc. Sec.# _____ Phone _____				
Address _____ Zip Code _____				
Total		\$50.00*		

POLLING PLACE INFORMATION

Inspector: _____ Precinct: _____

Address: _____ Zip Code: _____

I, the undersigned, hereby certify that the Election Board organized at 6:00 a.m. on May 4, 2010 and continued in session until 6:00 p.m. May 4, 2010.

SIGN YOUR NAME HERE

INSPECTOR _____

DEMOCRAT CLERK _____

REPUBLICAN CLERK _____

REFUS. JUDGE _____

All Members of the Board MUST Sign above or Checks will not be issued.

Pursuant to the provisions and penalties of IC 5-11-10-2, I certify that the foregoing account is true and correct, that claimed is legally due, after having all just audits. Amount of the sum has been paid.

INSPECTORS SIGN HERE ALSO

I have examined this claim and hereby certify that it is properly claimed and is legally due.

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR LAKE COUNTY 2010.

Date _____

CHECKS WILL BE
MAILED ON
JUNE 9, 2023

990012100 41196 Salaries \$ _____

990012100 43780 Rent \$ _____

Vendor No. _____

IN FAVOR OF

(Print) Inspector's Name _____

Address _____

City State Zip _____

Pct. No. _____

\$ _____

On Account of Primary Election May 3, 2011

Allowed..... 2011

In the sum of \$ _____

SAMPLE

Board of County Commissioners

Warrant No. _____ Issued in payment

Filed 2011

Auditor

I have examined this claim and certify as follows:

That it is in proper form,

That it is duly authenticated as required by law,

That it is based upon contract
statutory authority

That it is apparently correct
incorrect

County Auditor

STATEMENT OF EXPENSE

IF YOU DO NOT CORRECTLY FILL IN THE STATEMENT OF EXPENSE SHEET YOU WILL DELAY PAYMENT FOR ALL YOUR WORKERS.

DO NOT RELY ON THE INSPECTOR TO FILL OUT YOUR PAY INFORMATION. IT IS YOUR RESPONSIBILITY!

REMEMBER YOUR CHECKS ARE MAILED TO THE ADDRESS ON THE CLAIM

FULL SS# REQUIRED NOT JUST LAST 4.

INTRODUCING THE POLL PAD, HOTSPOT/JETPACK, AND PRINTER



Lake County Board of Elections

Lake County, IN

Michelle R. Fajman, Director



TURNING ON THE HOTSPOT/JETPACK

Hotspot/Mifi

1. Connect the Hotspot/Mifi to a power source and hold the Power button (typically on the top edge of the device) for approximately 5-8 seconds until you see the device activate.
2. Reposition the location of the Hotspot/Mifi to maximize your connectivity level. Check the number of bars on the home screen to determine signal strength.



TURNING ON THE HOTSPOT/JET PACK

Cradlepoint

1. Screw the 2 rabbit ears into the Cradlepoint and connect it to a power source. There is not a Power button, and the device will power on once plugged in.



IF YOU ARE HAVING CONNECTIVITY ISSUES WITH YOUR POLL PADS,
CONTACT THE COUNTY OFFICE FOR GUIDANCE

TURNING ON THE HOTSPOT/JET PACK

SETTING UP THE VERIZON JETPACK HOTSPOT



Connected Device Counter

When connected, the Hotspot display will look a lot like a cell phone display. Make sure the hotspot has a good signal. If not, try moving it to a different location in the room, perhaps near a window. The hotspot will work reliably within 80' +/- of the Poll Pads.

Signal Strength

Tap the **Power Button** to "wake up" the Hotspot screen if you need to confirm connectivity during the day.

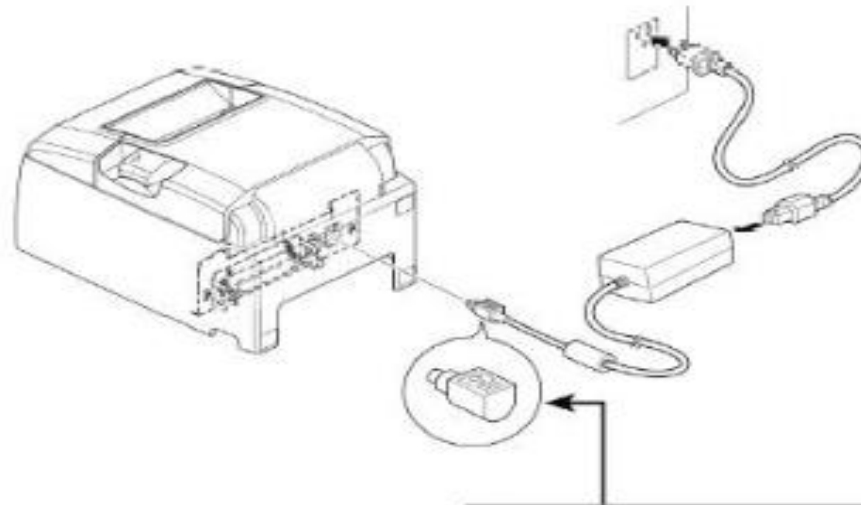
PRINTER SETUP

Election Day Printer Setup

Step 1 - Position the Printer and Poll Pad on the table.

Step 2 - Connect the Printer power cord.

- (1) Connect the AC adapter to the power cord.
- (2) Connect the AC adapter to the connector on the printer.
- (3) Insert the power cable plug into an AC outlet.



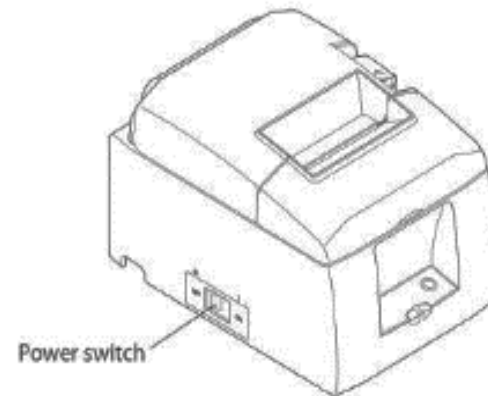
⚠ CAUTION

When disconnecting the cable, take hold of the cable connector to pull it out. Releasing the lock makes it easy to disconnect the connector.

Pulling the cable excessively could cause damage to the connector.

PRINTER SETUP

Step 3 - Turn Printer ON (switch on left side of printer).
The power lamp on the front control panel will light Green and the Printer and Poll Pad will connect to each other automatically.



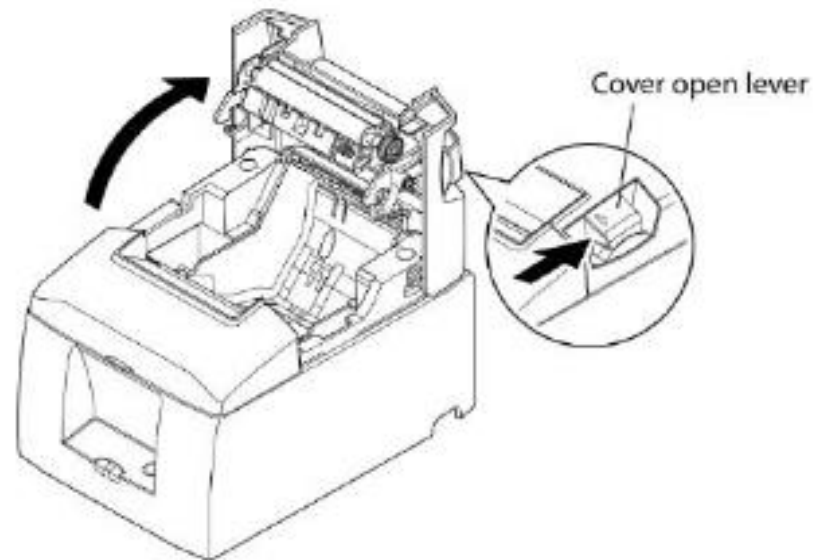
CHANGING PAPER ON THE PRINTER

Changing Paper in the Poll Pad Printer

The Printer will be distributed with a full roll paper at the start of the day and will process approximately 1,000 voters. The printer is designed for "drop in" paper loading. To change the paper:

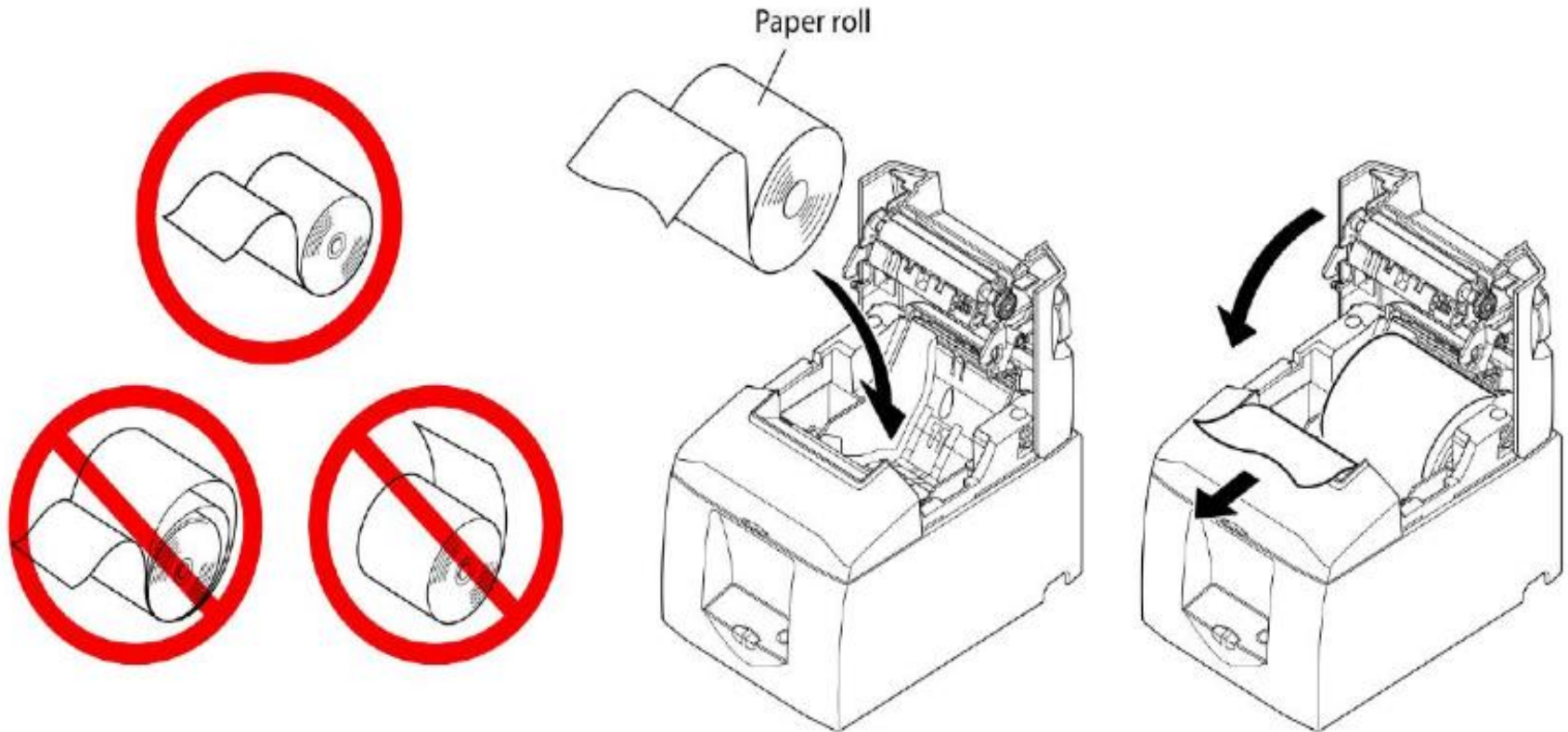
Step 1 - Push the cover access lever on the top of the printer backwards in the direction of the arrow and lift the printer top upwards.

Remove and discard the remaining paper & plastic spindle.



CHANGING PAPER ON THE PRINTER

Step 2 - Release the leading edge of the new paper roll and place in the printer. The paper should feed under the roll and then up towards the top of the printer. Pull the leading edge of the paper towards you and close the cover.



POLL PAD SETUP

UNPACKING THE IPAD

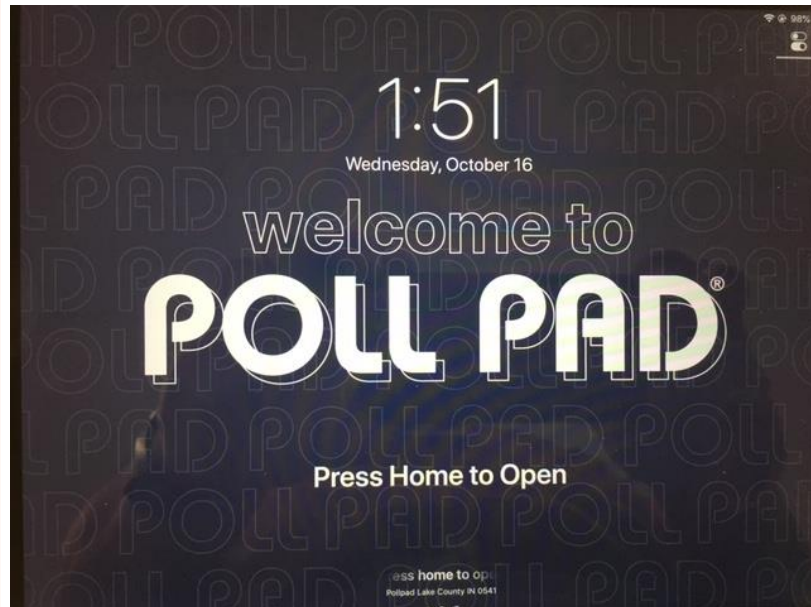


1. IPAD
2. IPAD STAND
3. ID TRAY
4. 2 STYLUS PEN
5. PLUGS AND WIRE

POLL PAD SETUP

**TURN ON
THE IPAD**

**PRESS THE HOME
KEY TO UNLOCK**



POLLWORKER LOGIN:
USER NAME
AND PASSWORD WILL BE
INCLUDED IN THE INSPECTOR
KIT IN THE ENVELOPE WITH
POLL WORKERS NAMES

POLL PAD SETUP

USER NAME AND PASSWORD

ENTER POLLWORKER CREDENTIALS

Republican Sign In

Username Password SIGN IN

q w e r t y u i o p
a s d f g h j k l
z x c v b n m .?123

ENTER POLLWORKER CREDENTIALS

Republican Sign In

rep Username Password SIGN IN

ENTER POLLWORKER CREDENTIALS

Democrat Sign In

Username Password SIGN IN

q w e r t y u i o p
a s d f g h j k l
z x c v b n m .?123

ENTER POLLWORKER CREDENTIALS

Democrat Sign In

dem Username Password SIGN IN

POLL PAD

VERIFY YOUR CHECK-IN COUNT IS AT ZERO



Lake County
Training Location

Precinct Records: 354393

Checkins: 0

Countywide Records: 354393

Config. Profile: General - Encoding

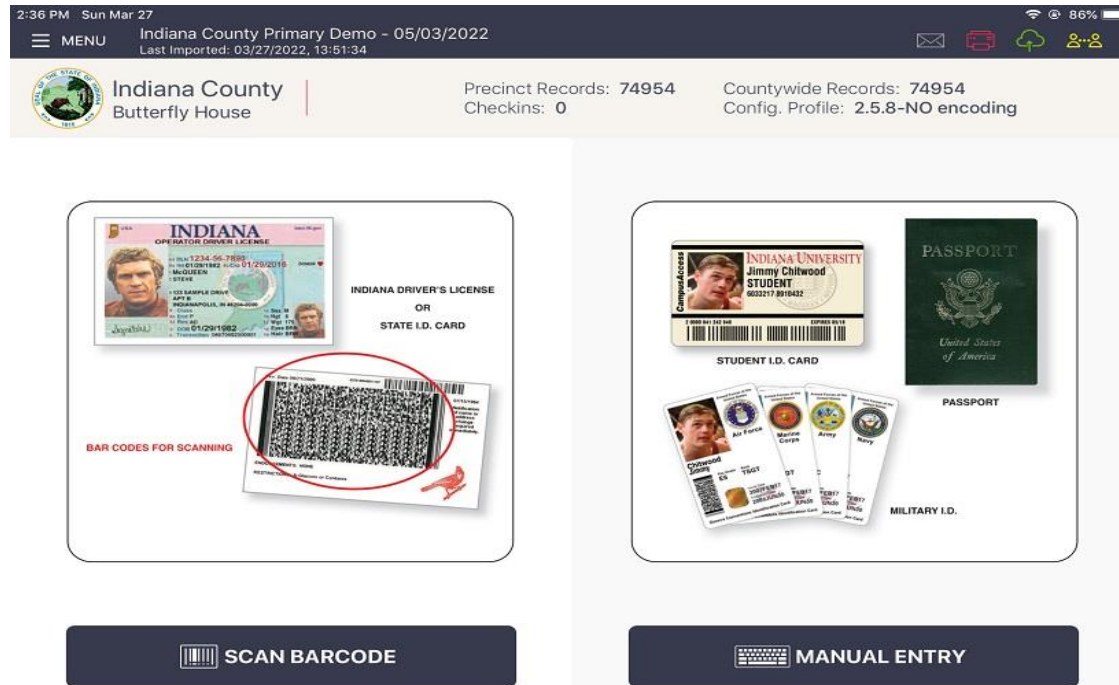
LAKE COUNTY

Training Election – “*Election Year*”
“*Day of Election*”
“*Precinct Location*”

GET STARTED

POLL PAD

SCANNING THE BARCODE



1. Ask the voter for their Photo ID and inspect it to ensure it meets voting standards.
2. If it is an Indiana Driver's License or Photo ID, place it in the ID tray with the barcode facing the camera, then tap "Scan Barcode."
3. Once scanned, the pad should take you directly to the Address Confirmation page for the voter. (If the pad gives you a list of voters, locate the correct one and tap on it to bring you to this page.

POLL PAD

SCANNING THE BARCODE

Indiana County
Butterfly House

GO BACK

Has the Voters Address Changed?

Jacobs, Jason A
06/19/1983
[REDACTED]
Precinct 101, Split 001

ADDRESS UNCHANGED

ADDRESS CHANGED

Verify the Voters Address Above.

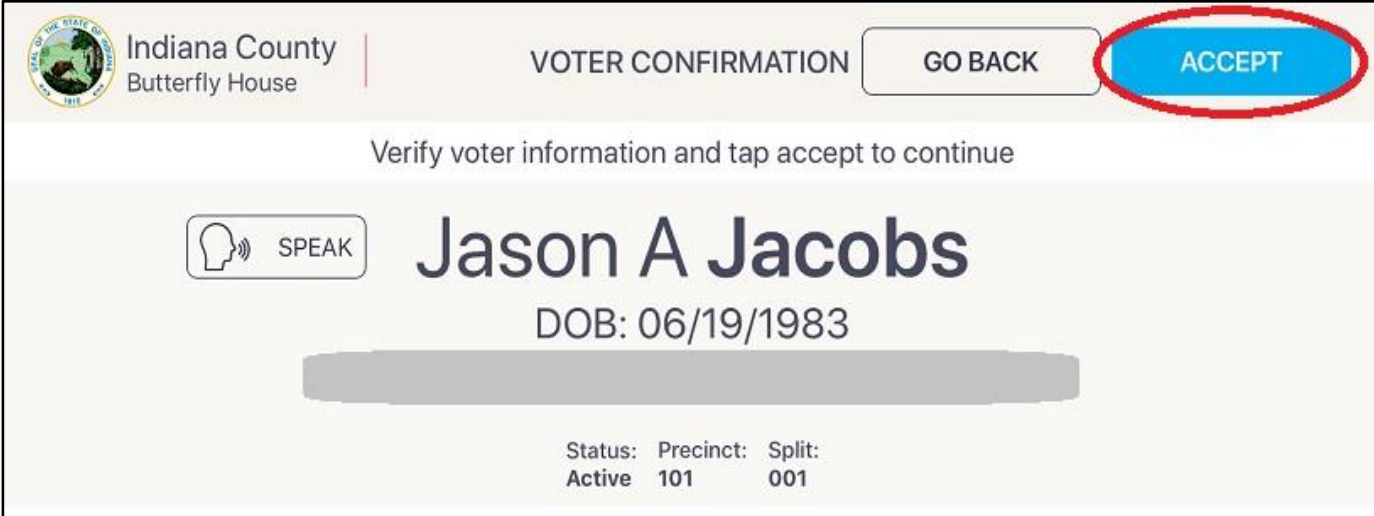
Has the Voters Address Changed?

1. Ask the voter if the address on the Poll Pad is correct. If so, choose “ADDRESS UNCHANGED” to move forward to the Voter Confirmation page.
 - a. IF the voter has moved or changed their name, choose “ADDRESS CHANGED.” The Poll Pad will then notify you the voter will need to complete the VRG 4/12 form and a VRG-11 form to update their information after the election. Choose “Continue” on this page to advance to the Voter Confirmation page.

POLL PAD

SCANNING THE BARCODE

1. On the Voter Confirmation page, select “Accept” in the top right corner to move forward.



Indiana County
Butterfly House

VOTER CONFIRMATION

GO BACK

ACCEPT

Verify voter information and tap accept to continue

SPEAK

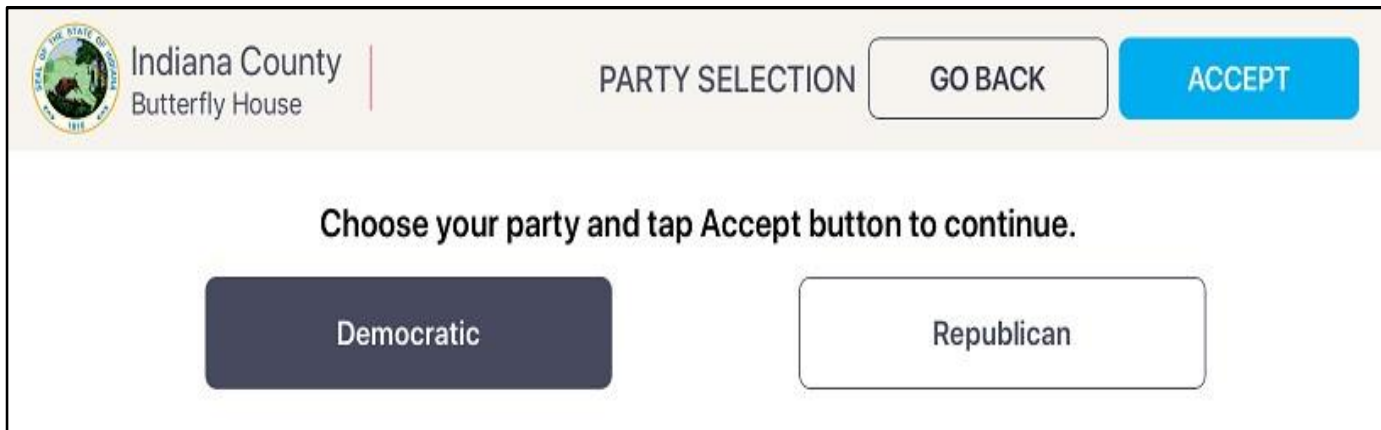
Jason A Jacobs

DOB: 06/19/1983

Status:	Precinct:	Split:
Active	101	001

VOTER MUST SELECT PARTY AFFILIATION

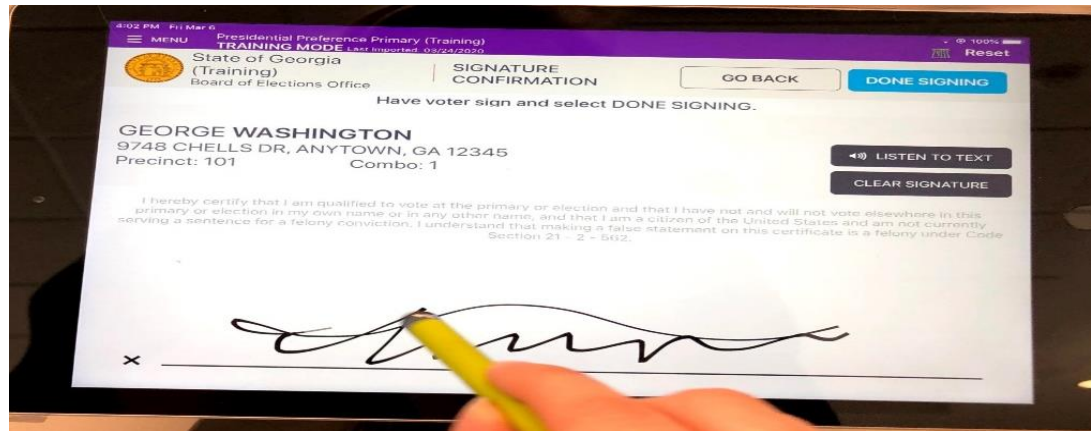
1. For Primary Elections, Turn the Poll-Pad to the Voter and the Voter will select their Party Affiliation. The voter will then select “Accept.



The screenshot shows a digital interface for party selection. At the top left is the Indiana County Seal, followed by the text "Indiana County" and "Butterfly House". To the right of this is the title "PARTY SELECTION". Further right are two buttons: "GO BACK" and "ACCEPT". Below the header, a instruction reads "Choose your party and tap Accept button to continue." At the bottom, there are two large buttons: "Democratic" (dark blue) and "Republican" (light blue).

Voter will select their party affiliation!

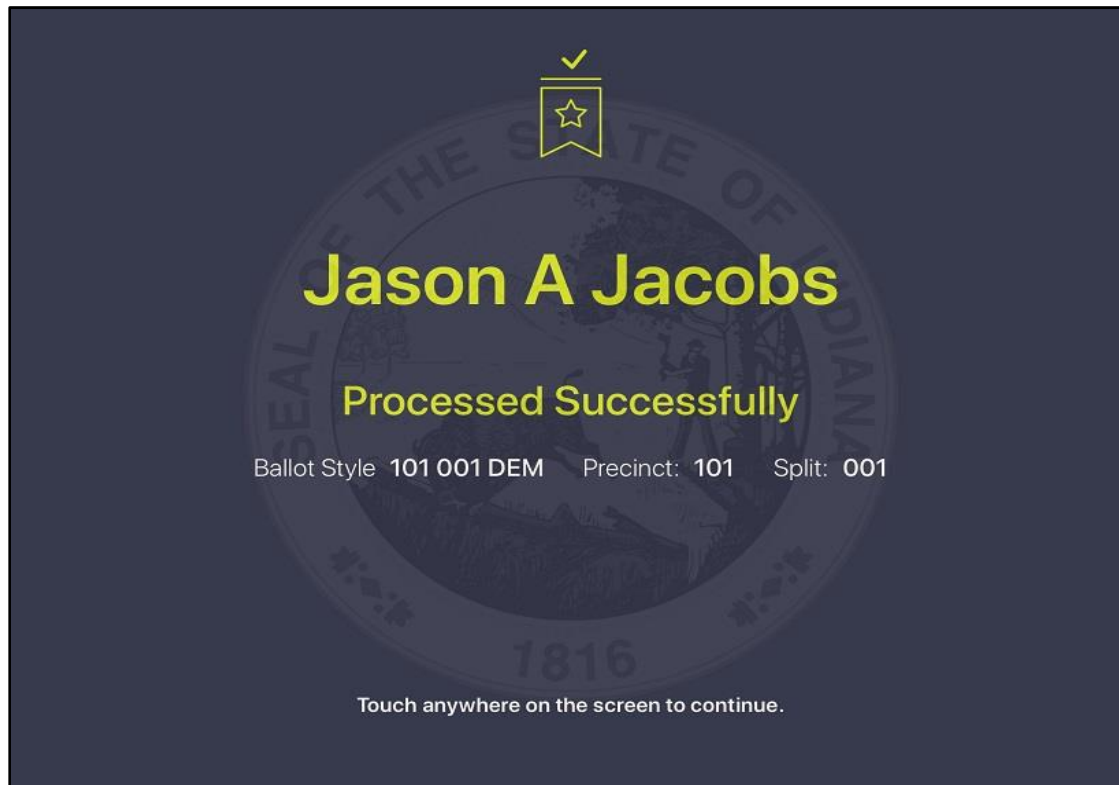
1. The Voter will then Sign the Poll-Pad and affirm his or her selection to the prior page is correct. The Voter will then select “Done Signing.”



2. Turn the Poll Pad back to you (the Clerk) and compare the voter signature from the Poll Pad with the one on file then select “Submit” to complete processing of the voter.

A screenshot of the Indiana County Butterfly House Poll Worker Confirmation screen. It displays voter information for Jason A. Jacobs, including precinct, DOB, split, and status. It also shows two signature boxes: 'Signature on File' and 'Signature on Election Day'. Buttons for 'START OVER' and 'SUBMIT' are present.

1. You will receive confirmation that the voter has been processed, and a voter slip will generate from the Bluetooth Printer. Give this slip to the Poll Judge, who will accompany the voter to the voting booth.

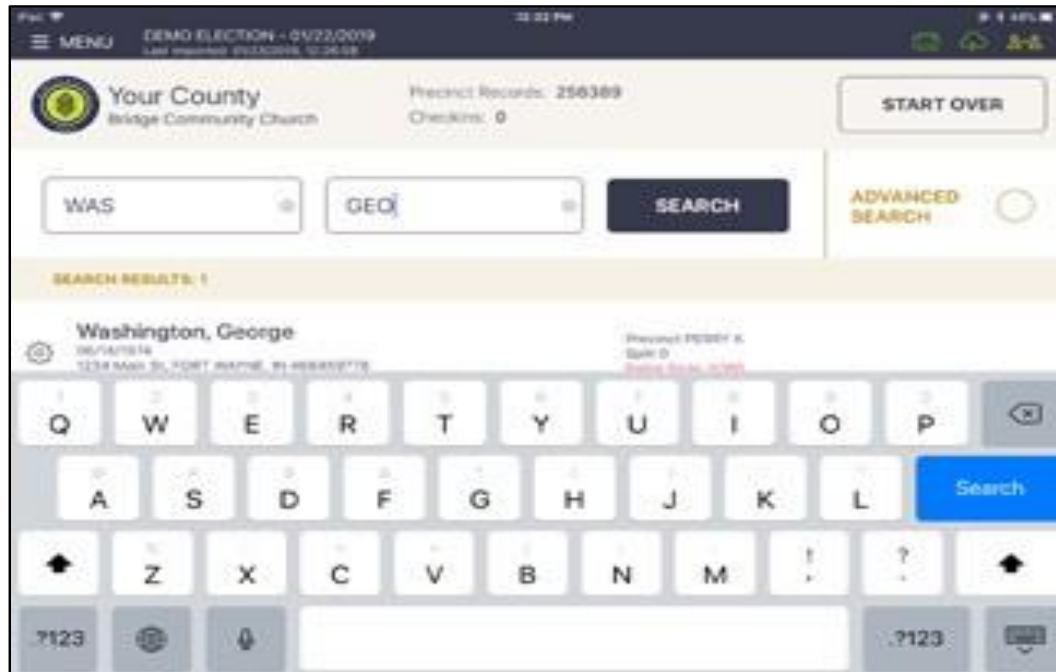


POLL PAD

MANUAL SEARCH

For voters with a Passport or Military ID (or the license does not scan, you can perform a Manual Search by selecting that button from the Main Screen.

You may enter a few letters of the voter's last name, then a few letters of the first name, then press "Search" to bring up all matching options. You can then scroll the screen upwards to find the voter match. Tap on the voter's name to advance to the Address Confirmation screen.



On the Manual Search screen, you may also select “Advanced Options” and choose to enter other information, such as Date Of Birth to further narrow down the options to find the correct voter.

The screenshot shows the Clay County Manual Search interface. At the top left is the Clay County logo and text: "Clay County", "Clay Community Schools", and "Central Office". To the right, it displays "Precinct Records: 18631" and "Checkins: 0". A "START OVER" button is in the top right. Below this is a search section with two input fields: "Last Name" and "First Name", followed by a "Search" button and an "ADVANCED OPTIONS" button. Underneath is a table with headers: "DOB", "ADDRESS", "LICENSE NO.", "VOTER ID", "PRECINCT CODE", "STATUS", and "RESET". The "DOB" header is underlined. Below the headers is a date input field with a close button (X) in the top right corner. The date field is currently empty, showing "00 / 00 / 0000". Below the date field are labels: "MONTH", "DAY", and "YEAR". A "CLEAR" button is to the right of the date field.

IF YOU CANNOT LOCATE A VOTER ON THE POLL PAD,
CONTACT YOUR COUNTY OFFICE FOR GUIDANCE.

When a voter is found, please follow pages 52 to 56.

Proof of Residency **Additional Documentation**

Who is required to show additional documentation, beyond a photo ID?

- ✓ This requirement applies to voters who registered to vote by mail for the first time in Indiana
- ✓ If a voter is required to show additional documentation, this will be noted on the poll book

Examples of Acceptable Documents

- ✓ Indiana Driver's License or ID card with current address=DL
- ✓ Current Utility Bill=UB Paycheck=PY
- ✓ Bank Statement=BY Government Document=GD
- ✓ Government Check=GV
- ✓ **IF VOTER HAS NO DOCUMENTATION AND/OR SIGNS POLL LIST, VOTER MUST VOTE PROVISIONAL BALLOT**

AUDIT YOUR NUMBERS

THIS IS MANDATORY

Using the PRE 16 form to audit your precinct
(Audit several times a day – 8am, 10am, 12pm, 2pm and 4pm)

Check the number of check-ins on the Poll pad, then ask the judge how many people have voted on the machines. Add the machine numbers together to see if they match the Poll Pad check-ins.

Write it down on the PRE-16 form. If they don't match, you'll need to find out why. Maybe you had someone leave without voting or someone voted Provisional. If so, please write why the numbers didn't match.



PRE-16 PART 1



INSPECTOR AND JUDGE'S REPORT OF TOTAL NUMBER OF VOTES CAST ON ELECTRONIC VOTING SYSTEMS IN PRECINCT / VOTE CENTER AND NUMBER OF VOTERS WHO RECEIVED BALLOT AT PRECINCT / VOTE CENTER AS INDICATED BY SIGNING POLL LIST

(PRE-16)

State Form 56529 (R / 9-19)

Indiana Election Division (IC 3-12-3.5-8(d))

INSTRUCTIONS: This form is used in a precinct / vote center that uses an electronic voting system. After the polls close, each electronic voting system in a precinct / vote center has been secured, and the paper vote total printouts have been obtained, the inspector and the judge of the opposite party shall record the number of votes cast on all electronic voting systems located within the precinct / vote center. This number is NOT to include any absentee ballots cast by voters of the precinct / vote center. Use the work sheet on the reverse side of this form.

The inspector and judge shall also record the number of voters who have received a ballot by signing in at the polls, according to the poll list for the precinct / vote center, and shall determine if there is a difference between the two numbers.

If there is a difference between the two numbers, the inspector and judge shall use this form to report the discrepancy to the county election board, including any reasons for the discrepancy, if known. The inspector and judge shall return this form to the county election board with the certificates stating the total number of votes that each candidate received for each office and the votes on each public question.

STATE OF INDIANA
COUNTY OF _____

PRECINCT / VOTE CENTER _____

REPORT OF DISCREPANCY BETWEEN THE NUMBER OF VOTES CAST IN THE PRECINCT / VOTE CENTER AND THE NUMBER OF VOTERS WHO RECEIVED A BALLOT FOR THIS PRECINCT / VOTE CENTER, ACCORDING TO THE POLL LIST

To the _____ County Election Board:

We, the undersigned, report the following as required by Indiana Code 3-12-3.5-8:

- (1) We are the duly appointed and acting inspector (or judge [or judges] of the opposite political party from the inspector) of the precinct / vote center named above, or are designated under the county voter center plan to perform the duties of the inspector or judge of the precinct or vote center above.
- (2) Based on the paper vote total printouts for each electronic voting system used in the precinct / vote center, the total number of votes cast on all of the electronic voting systems is _____.
- (3) Based on the poll list for this precinct / vote center, the number of voters who received a ballot for this precinct / vote center is _____.
- (4) The discrepancy between the number in (2) and the number in (3) is _____.
- (5) The reasons for this discrepancy, if known, are set forth on the reverse of this form.

SIGNED, THIS THE _____ DAY OF _____, 20____:

Signature of Inspector

Printed Name of Inspector

Signature of Judge of Opposite Party

Printed Name of Judge of Opposite Party

If additional Judges of the Opposite Political Party are completing this report, insert the printed names and signature of those individuals below:

Signature of Judge of Opposite Party

Printed Name of Judge of Opposite Party

Signature of Judge of Opposite Party

Printed Name of Judge of Opposite Party

(Continue on reverse of this form.)

PRE-16
PART 2

Votes Cast on Electronic Voting System

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

TOTAL: _____

Electronic Poll Lists - Voters Receiving Ballots

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

TOTAL: _____

DISCREPANCIES OR PROBLEMS

Please describe in detail any discrepancies or problems, such as the use of provisional and emergency ballots, voting system and others specifying the voter's individual precinct.
DOCUMENT THESE DISCEPANCIES OR PROBLEMS AS THEY OCCUR.

SPECIFIC
PRECINCT
OR VOTE CENTER

Description



THE ONE WHO GOT AWAY

When a Voter leaves the booth without “casting” their ballot,
The Poll Workers must attempt to alert the Voter.
If unable to do so, or the Voter declines to return,
the Inspector and BOTH Judges must complete the process
by pressing the “CAST VOTE” button.

There is a new form in your Inspector booklet (**PRE-9**) that must be signed to document this occurrence by the Inspector and Judges.



FOR E-POLL PAD ERRORS ONLY

An individual who knowingly makes a false statement by signing a poll list or by falsely indicating the individual's name, voter ID #, or residence address commits a Level 6 Felony as provided by IC3-14-2-11.

[illegible]

THE ONE WHO HAD TO WAIT

LONG LINES

There's another new form where the Inspector needs to write down how many voters were in line at: 6:00 a.m., 12:30 p.m. and 6:00 p.m.

It is Step 6 and it will be found in in your Inspector Booklet.

Make sure you fill it out!!

(PRE-1, INSPECTOR OATH BOOK), STEP 6



VALID ID'S FOR VOTING PURPOSES IN INDIANA

YES

These ID'S ARE VALID for voting purposes in Indiana.

PHOTO ID MUST MEET 4 CRITERIA TO BE ACCEPTABLE FOR VOTING PURPOSES. IT MUST:

1. Display the voter's photo
2. Display the voter's name, and the name must conform to the voter registration record
3. Display an expiration date and either be current or have expired sometime after the date of the last General Election **11/08/2022**
4. Be issued by the State of Indiana or the U.S. government
5. POLL WORKER SHOULD NOT BE CHECKING FOR ADDRESS

Office of the Indiana Secretary of State www.in.gov/sos

THESE ID'S ARE NOT VALID FOR VOTING PURPOSES IN INDIANA

NO

These ID'S ARE NOT VALID for voting purposes in Indiana

A photo ID must meet 4 criteria to be acceptable for voting purposes. It must:

- 1 Display the voter's photo
- 2 Display the voter's name, and the name must conform to the voter registration record
- 3 Display an expiration date and either be current or have expired sometime after the last General Election **11/8/2022**
- 4 Be issued by the State of Indiana or the U.S. government



Office of the Indiana Secretary of State

www.in.gov/sos

Photo ID Law

What are the requirements under the Photo ID Law?

1. Voter's photo must be displayed on the ID
2. Voter's name on the ID must conform to the name on the poll book
3. Expiration date (current or expired after the date of the last General Election; expiration dates of INDEF also work) **11/8/2022**
4. Issued by the State of Indiana or the US government

Poll worker should NOT be checking for address

Photo ID "Conform" Example

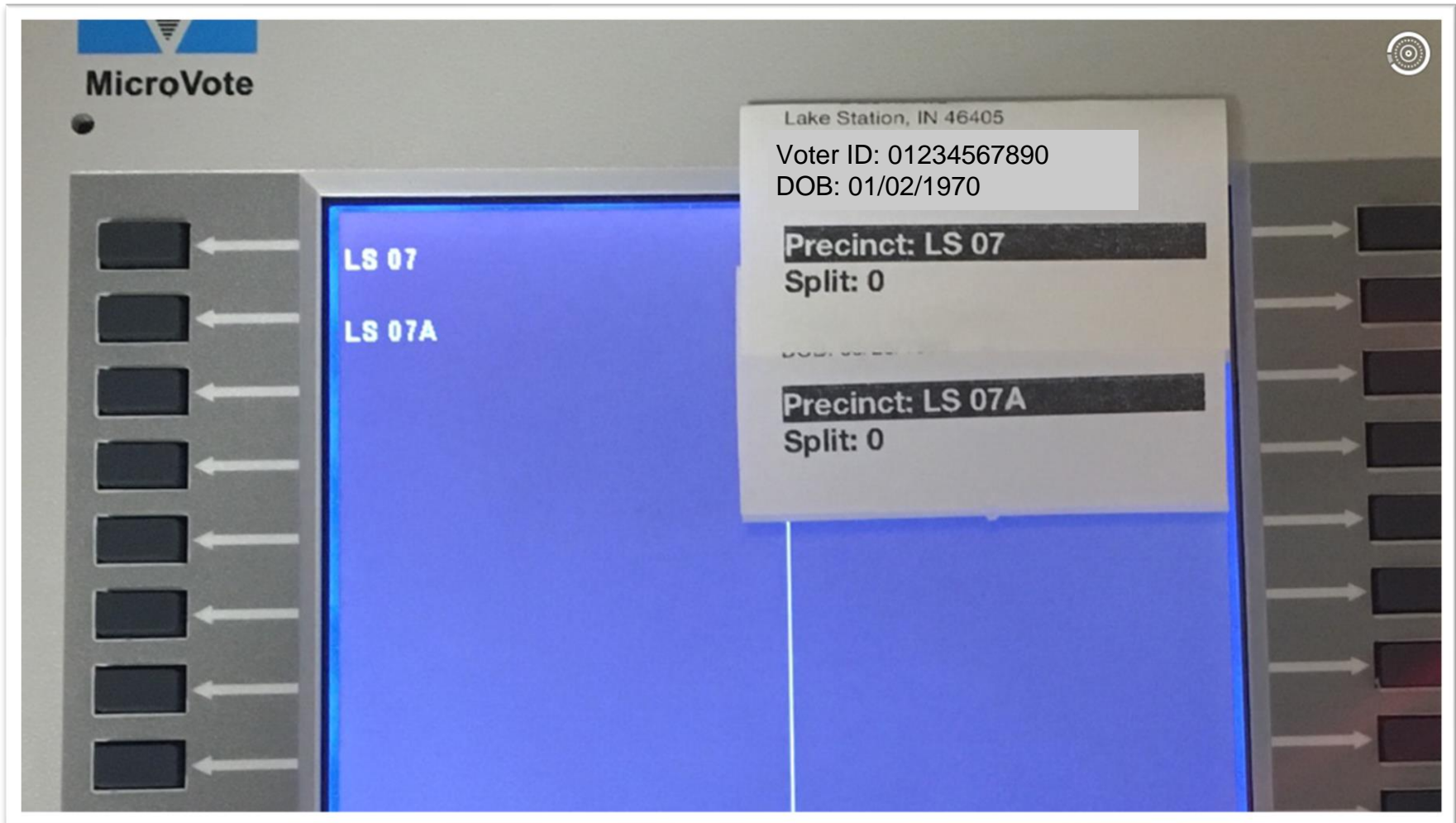
- ✓ The voter's name on the Photo ID must conform to the name on the voter registration record
- ✓ People commonly use nicknames, middle names, and initials as a substitute for their given first name
 - Robert John Crew
 - Robert J. Crew
 - Robert Crew
 - R. John Crew
 - R. J. Crew
 - Bob John Crew
 - Bob J. Crew
 - Bob Crew
 - John Crew
 - J. Crew

Conform does NOT mean it needs to match identically

SPLIT PRECINCTS

HERE IS A SAMPLE OF A SPLIT PRECINCT IN LAKE STATION

Note: There are split precincts in East Chicago, Gary, Lake Station, Lowell, and Merrillville





**VOTER'S AFFIDAVIT
REQUESTING TO VOTE IN PERSON AT THE POLLS AFTER
FAILING TO RECEIVE MAILED ABSENTEE BALLOT**
State Form 55876 (R / 10-15)
Indiana Election Division (IC 3-11-10-31; 3-11.5-4-18(c))

(PRE-5)

INSTRUCTIONS: A voter who requested that an absentee ballot be mailed to the voter, but has not received the absentee ballot by election day, may vote in person at the polls upon executing this affidavit.

STATE OF INDIANA)
)
COUNTY OF _____)
) SS:
TOWNSHIP OR WARD _____)
)
PRECINCT _____)

**VOTER'S AFFIDAVIT
REQUESTING TO VOTE IN PERSON AT POLLS
AFTER FAILING TO RECEIVE MAILED
ABSENTEE BALLOT**

I, the undersigned, do solemnly swear all of the following:

- (1) I filed an application with the county election board (or county board of elections and registration) requesting that an absentee ballot be mailed to me for the election to be conducted today.
- (2) As of today, I have not received the absentee ballot requested in my application.
- (3) I request that I be permitted to vote in person at the polls in this election.

Signature of Voter

Printed Name of Voter

SUBSCRIBED AND SWORN TO BEFORE ME, THE DULY ACTING _____ *(insert title of
precinct election official or vote center official)* **OF THIS PRECINCT, ON THIS
THE _____ DAY OF _____, 20____.**

Signature of Precinct Election Official
(or Vote Center Official)

Printed Name of Precinct Election Official
(or Vote Center Official)

The Lake County Board
of Elections and Registration
2293 North Main Street, A-205
Crown Point, IN 46307-1854

© GCI 1049-M

This envelope contains blank absent voter's ballot (ABS-8)
for the ☒ Primary ☐ General or Municipal ☐ Special Election

(Insert date of election) **5/2/2023**
and if not called for or delivered within 5 days, return to sender.

POSTAGE
STAMP HERE
(AT LEAST FIRST
CLASS MAIL)

Surrendered

**NOTE! ALL MATERIALS ENCLOSED IN THE ABS-8 MUST BE
SURRENDERED**

Fail Safe Procedures

What is a fail safe procedure?

- ✓ Fail safes are procedures in place to help resolve voter eligibility issues at the polls
- ✓ In Indiana, we try everything before issuing a provisional ballot
- ✓ **No one is ever turned away from the polls without receiving a ballot**

They are...

1. Call the County Election Board for potential Certificate of Error or a Miscellaneous Error

- ✓ If the voter's name is not on the POLL-PAD due to a county error, write information on the EPoll-Pad Errors sheet.
Which is on the very last page of the Forms Book

2. EMERGENCY LIST OF VOTERS

3. Use the VRG-4/12 Form

- ✓ If the voter has moved outside of the precinct but in the same city or town

WHEN A CHALLENGE SHOULD BE ISSUED

It is against the law...


1. For a person who is not eligible to vote in the precinct to attempt to cast a ballot.
2. For a precinct election official to knowingly fail to challenge an ineligible person.
3. For a precinct election official to challenge a voter that the official knows is eligible to vote.

WHO MAY CHALLENGE A VOTER?

1. Member of the Precinct Election Board
2. A poll clerk only based on questionable signature.
3. A challenger appointed by a political party/candidate with proper credentials.



Inspectors

- IF YOU USE ANY PROVISIONAL BALLOTS OR EMERGENCY BALLOTS **(THE USE OF EMERGENCY BALLOTS REQUIRES PERMISSION! YOU MUST CALL 219-755-3795.)**
- YOU NEED TO SHOW THAT YOU USED THEM BY MARKING ENVELOPE #1 (WHITE ENV.) WHERE INDICATED 

ENVELOPE NO. 1

DO NOT SEAL THIS ENVELOPE

TO THE INSPECTOR: Enclose in this Envelope, tally cards and tally tapes, start and vote cards. Fill in the spaces below and have the Precinct Election Board sign officially, and deliver to the Director of the Lake County Board of Elections and Registration with the other returns.

For complete step by step instructions on closing your voting machine refer to the Infinity Folder for your complete check-off list.

***Please verify the serial number on the machine and on the tally cards prior to tallying your machine.**

***Use ONE tally card per voting machine.**

THIS ENVELOPE CONTAINS INFINITY TALLY MATERIALS

ZIP LOCK BAG CONTAINING _____ Tally Card(s) Only!

_____ Start Card, _____ Vote Card (s) _____ (Tuesday Zero Proof Tape) _____ Tally Tape (s)

Lake County, Indiana

I hereby certify that Emergency Ballots used: _____ Yes _____ No

I hereby certify that Provisional Ballots were used: _____ Yes _____ No

Attest:

Inspector

Clerk

Precinct
Election
Board

Judge

Clerk

Judge

WHAT PROVISIONAL SUPPLIES GO TO THE PRECINCT?

- SEALED RED PROVISIONAL BAG
 - INSIDE BAG:
 - FORM BOOK
 - SECRECY ENVELOPES
 - BALLOT CARDS
 - OFFICIAL BALLOT
 - PRE-4 – PRO-2 ENVELOPE





**CHALLENGE AFFIDAVIT OF A VOTER BY A CHALLENGER OR
MEMBER OF THE PRECINCT ELECTION BOARD /
AFFIDAVIT OF A CHALLENGED VOTER**
State Form 42132 (R14 / 3-22)
Indiana Election Division (IC 3-11-5-21; 3-11-5-23.5; 3-11.5-4-13.5; 3-11.5-4-13.6)

(PRE-4)

Is this an absentee ballot? ☐ Yes ☐ No

INSTRUCTIONS: After the challenger completes this side of the form, the challenged voter may complete the second page of this form. If the challenged voter does so, the challenged voter is entitled to cast a provisional ballot. Do not use this form to challenge a voter at a primary election due to the voter's party affiliation. Use PRE-6 form instead.
NOTE: THIS FORM MUST BE PRINTED DIRECTLY ON THE PRO-2 PROVISIONAL BALLOT SECURITY ENVELOPE.

STATE OF INDIANA, COUNTY OF _____

GENERAL INFORMATION

I, the undersigned, believe that _____, now offering to vote, is not a legal voter in this precinct, for the following reason(s):
(Insert name of voter.)

Voter Eligibility – Fail Safe Procedures

1. ☐ This voter's name is not included on the poll list, and is **NOT** entitled to vote by using a "Fail Safe" procedure.
2. ☐ This voter's name is included on the poll list, but this voter does not currently reside in the precinct, and is **NOT** entitled to vote in this precinct by completing a VRG-4/12 form or a VRG-15 form, or other "Fail Safe" procedure.

Voter Identification

3. ☐ This voter was unable or declined to present proof of identification when required by law to do so.
4. ☐ This voter is identified on the poll list as required to present an additional document that confirms the voter's identity and current residence address, but has not done so.

Voter Eligibility - General Requirements

5. ☐ This voter is not a U.S. citizen.
6. ☐ This voter will not be eighteen (18) years of age or older at the general election.
7. ☐ This voter's signature on the election day poll list does not match the signature on the voter's registration record.
8. ☐ This voter's signature on the absentee ballot security envelope affidavit is missing or does not match the signature on the voter's absentee ballot application, electronic poll book, or registration record maintained in the statewide voter registration system.
9. ☐ Other _____

(Insert specific reason for challenging voter.)

I obtained the information from _____
(Insert name of person(s) supplying information for challenge.)

CHALLENGER AFFIRMATION

I swear (or affirm) that the foregoing statements are true, to the best of my knowledge and belief, and understand that making a false statement on this affidavit is punishable under the penalties of perjury.

Signature of challenger	Printed name	If serving as precinct officer: <input type="checkbox"/> Inspector <input type="checkbox"/> Judge <input type="checkbox"/> Poll Clerk
Precinct	Township or ward	City or town

AFFIRMATION OF AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

I swear (or affirm) that the above challenge affidavit of a voter was subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Official Administering Oath (Inspector, Judge, Poll Clerk, Sheriff, or Absentee Board Member Other than Challenger above) _____ Printed Name and Title _____

AFFIDAVIT OF A CHALLENGED VOTER

STATE OF INDIANA, COUNTY OF _____

GENERAL INFORMATION

I, the undersigned, state the following:

1. that I am a citizen of the United States.
2. that my date of birth is _____ (mm/dd/yy) to the best of my information and belief.
3. that I have been a bona fide resident of this precinct for thirty (30) days immediately before this election or I am qualified to vote in this precinct under IC 3-10-10, IC 3-10-11, or IC 3-10-12.
4. that I am generally known by the name in which I desire to vote, which is _____
5. that I have not voted and will not vote in any other precinct in this election.
6. that my present residence address is _____
(and, if applicable, my residence address thirty (30) days before this election was at: _____)
I moved to my residence address in this precinct on the following date: _____ (mm/dd/yy)
7. that, if applicable, if I was challenged under boxes 3 or 4 on the Affidavit of a Voter By a Challenger portion of this form, I did present proof of identification or additional documentation that complied with IC 3-5-3-40.5 or IC 3-7-33-4.5.

CHALLENGED VOTER AFFIRMATION

I swear (or affirm) that the foregoing statements are true, to the best of my knowledge and belief, and understand that making a false statement on this affidavit is punishable under the penalties of perjury.

Signature of challenged voter	Printed name
Precinct	Township or ward
	City or town

AFFIRMATION OF AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

I swear (or affirm) that the above challenge affidavit of a voter was subscribed and sworn to before me this _____ day of _____, 20____.

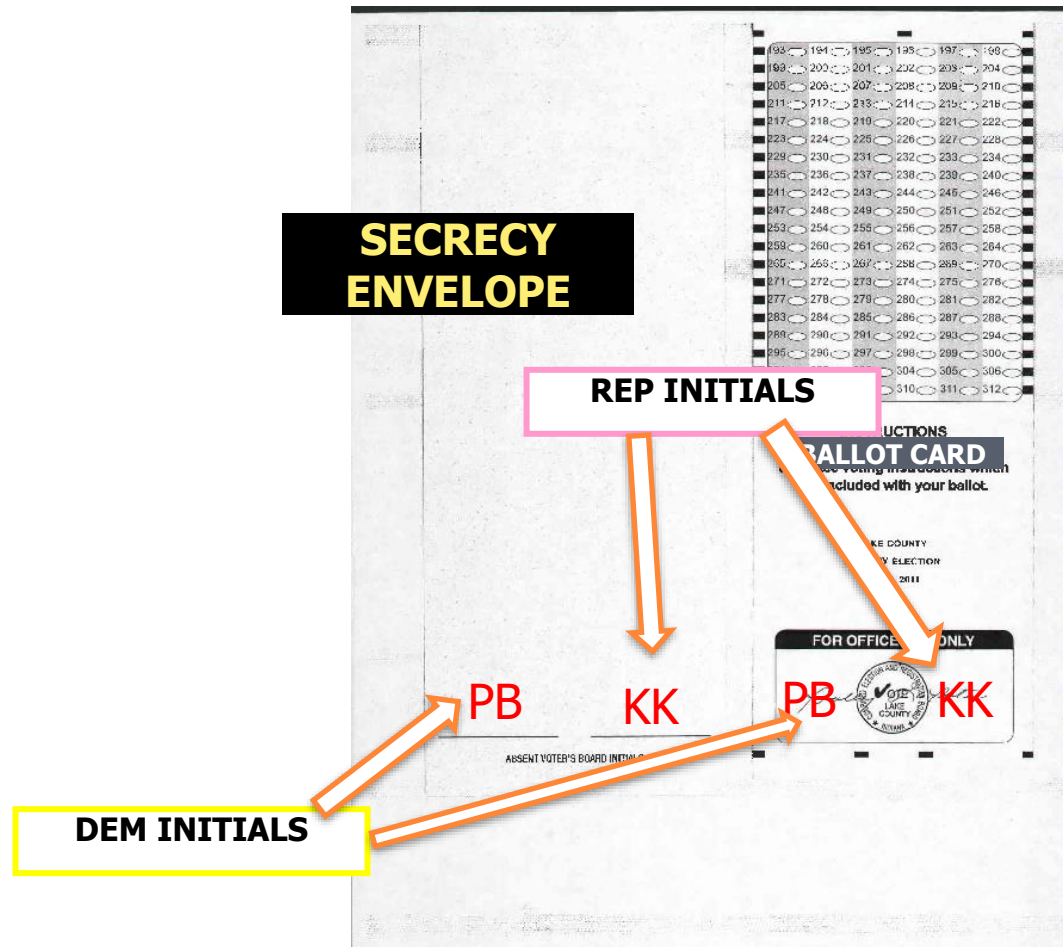
Signature of Official Administering Oath (Inspector, Judge, Poll Clerk, Sheriff, or Absentee Board Member Other than Challenger above) _____ Printed Name and Title _____

PRE-4 ENVELOPE

**1. PERSON
CHALLENGING
COMPLETES TOP
PORTION OF PRE-4
(USUALLY INSPECTOR
OR CLERK)**

**2. CHALLENGED
VOTER COMPLETES
BOTTOM**

4. IT IS MANDATORY THAT BOTH CLERKS MUST INITIAL THE BACK OF THE PROVISIONAL BALLOT CARD AND SECRECY ENVELOPE



5. GIVE VOTER THE PROVISIONAL BALLOT CARD, BALLOT FACE, SECRECY ENVELOPE AND THE SECURITY ENVELOPE (PRO-2/PRE-4)

**PROVISIONAL BALLOT SECURITY ENVELOPE**

Part of State Form 42132 (R14 / 3-22)
Indiana Election Division (IC 3-11.7-1-8; 3-11.7-5-3; 3-11.5-4-13.5; 3-11.5-4-13.6)

(PRO-2)**TO THE VOTER***READ CAREFULLY AND FOLLOW THE INSTRUCTIONS BELOW.*

STATE OF INDIANA)
COUNTY OF _____)

I, (Print your name and address below.)

Name of Voter: _____

Residence Address of Voter (number and street, city, state, and ZIP code):

Telephone number (optional): (_____) _____ - _____

have cast the enclosed provisional ballot at Precinct Name: _____

at the (select one) ☐ PRIMARY ☐ GENERAL ☐ MUNICIPAL ☐ SPECIAL ELECTION

to be held on:

_____ (Insert date (mm/dd/yy) of election.)

Signature of voter _____ Date signed (mm/dd/yy) _____

COUNTY ELECTION BOARD FINDINGS

NOTE: Absentee voters voting by mail or traveling board do not complete PRO-2 because the application serves as the voter's response to the challenge.

The enclosed provisional ballot is determined to be:

- ☐ Valid
☐ Invalid due to the following reason: _____

If invalid, this envelope may not be opened, and this ballot may not be counted.

Dated (mm/dd/yy): _____
_____ County Election Board

TO THE PROVISIONAL BALLOT COUNTERS: After the ballot has been found valid by the county election board, open this envelope carefully. Do not deface or destroy the affidavit or the envelope. Take out the ballot enclosed for processing. If the ballot does not contain the initials of the poll clerks, the ballot shall, without being unfolded to disclose how the ballot is marked, be endorsed with the word "Rejected" and enclosed in State Form PRO-7 envelope.

**6.VOTER MARKS
BALLOT IN SECRET
AND SEALS
BALLOT IN PRO-2
ENVELOPE**

**7. THE VOTER
COMPLETES PRO-2
SIDE OF ENVELOPE.**

**8.INSPECTOR GIVES
VOTER PRO-9, WHICH
CONTAINS COUNTY
CONTACT INFORMATION
AND EXPLAINS
PROVISIONAL BALLOT
FOLLOW-UP INFO.**

PRIOR TO VOTING

VRG 4/12 FORM

IF VOTER INFORMS THE CLERK THAT THEY HAVE MOVED, THE CLERK MUST FIRST VERIFY THAT THE VOTER HAS MOVED WITHIN THE SAME CITY/TOWN, then the voter must complete a VRG 4/12 and VRG-11. The voter can vote one last time in their old precinct



AFFIDAVIT OF REQUEST TO UPDATE VOTER REGISTRATION AT THE TIME OF REQUESTING A BALLOT

(VRG 4/12)

State Form 25196 (R13 / 8-14)

Indiana Election Commission (IC 3-7-39-7; 3-7-45-5; 3-10-1-24; 3-10-11-6; 3-10-12-3-4)

INSTRUCTIONS

Questions regarding when to use this form should be directed to the County Election Board at _____ (insert telephone number.)

A description of the voters eligible to vote using this form is on the reverse side.

A voter must complete and sign this form in front of a notary or other person authorized to administer oaths. In the alternative, if Box 2, 3, 4 or 5 apply, the voter is permitted to make an oral affirmation to the poll workers, who will then record the voter's affirmation and initial below in the box designated for the voter to sign.

VOTER AFFIRMATION

To be eligible to vote using this form, a voter must make one of the affirmations below.

To the Precinct Election Board of _____ Precinct _____ County: I, the undersigned, affirm that the information on this affidavit is true and complete, to the best of my knowledge. I am eligible to vote in this precinct as indicated above: (you must check either Box 1, 2, 3, 4, or 5)

- ☐ BOX 1: I changed my residence from one (1) precinct to another within Indiana less than 30 days before the primary/general/special election held on the _____ day of _____, 20____. OR
- ☐ BOX 2: I changed my residence from one (1) precinct to another within the same county and within the same congressional district before the primary/general/special election held on the _____ day of _____, 20____.
- ☐ BOX 3: In a county using an electronic poll book, I changed my residence from one (1) address to another address within the same precinct.
- ☐ BOX 4: In a county using an electronic poll book, I changed my name and desire to update my voter registration record.
- ☐ BOX 5: In a county using an electronic poll book, I still reside at the address indicated on my cancelled voter registration record despite the county indicating that I moved from my residence.

VOTER'S NAME, DATE OF BIRTH, VOTER IDENTIFICATION NUMBER AND TELEPHONE NUMBER

Last Name	First Name	Middle Name
Date of Birth (mm/dd/yy) ____/____/____	Voter Identification Number (Indiana issued driver's license number, OR state identification number, OR if voter does not possess driver's license, provide last 4 digits of social security number, OR state NONE if voter does not possess any of these documents)	Telephone Number (optional) (____) _____
Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will you be at least eighteen (18) years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No

VOTER'S PREVIOUS NAME (If voter's name has changed, complete this section with the voter's name before the voter changed it.)

Last Name	First Name	Middle Name
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VOTER'S PREVIOUS RESIDENCE ADDRESS (If voter checked BOX 1, 2, or 3 above)

Street Address	City / Town	State	ZIP Code	County
IN				

VOTER'S CURRENT RESIDENCE ADDRESS (If voter checked BOX 1, 2, or 3 above)

Address instructions: If residing in a city or town, write the street address and any apartment or room number. If not residing in a city or town, write the mailing address and the nearest streets or roads if not included. Example: "100 Maple Street, Apt. 12, Anytown, IN" or "R.R. 5, Box 12 (Hardscrabble Road and County Road 100 North), Anytown, IN."

Street Address	City / Town	State	ZIP Code	County
IN				

VOTER'S CURRENT MAILING ADDRESS (If Different From Residence Address)

Street Address	City / Town	State	ZIP Code	County
IN				

By filing this affidavit, I am requesting that my registration be updated to my new name or the residence address where I now reside as indicated above (if I changed residence to another precinct in the same county) as soon as the update is permitted. If I have changed residence from one county to another county in Indiana, I request that my registration in the county where I formerly resided be cancelled under IC 3-7-43-4. I understand that making a false statement on this affidavit is punishable under the penalties of perjury.

NOTE: This must be subscribed and sworn to before a person authorized to administer oaths within Indiana, such as a notary public, judge, clerk of the circuit court, member of a board of voter registration, or precinct election board member.

Signature of Voter (or initials of poll clerks witnessing oral affirmation if Box 2, 3, 4 or 5 applies) _____ Printed Name _____

Subscribed and sworn to before me, this _____ day of _____, 20____.

My commission expires (mm/dd/yyyy): _____ County of Residence: _____ (Not required if precinct election board member)

Signature of Person Administering Oath _____ Title _____

Certificates of Error.

C O F E

ERROR BY COUNTY

If the voter's name is not on the
Poll Pad (IPad).

Call the County Election Board.

219-755-3795

VOTER'S POLL LIST:

**2023 PRIMARY
ELECTION**

Lake County

Precinct

Certificate of Error or
Provisional Ballot

Name of Voter

Signature of Voter

Address of Voter

DOB

Voter ID number

Voter ID number Type Information



**DO NOT SIGN ON THIS PAGE!!! CALL
OUR OFFICE FIRST 219-755-3795**



EMERGENCY BALLOTS ARE ONLY USED FOR COMPLETE AND TOTAL MACHINE FAILURE, NOT BECAUSE OF LONG LINES.

**CALL OFFICE FOR AUTHORIZATION TO USE EMERGENCY BALLOTS,
AUTHORIZATION NUMBER MUST BE WRITTEN ON ENVELOPE #8.**

CLOSING THE POLLS



POLL CLOSING REMINDERS

REMEMBER, ANY VOTER IN LINE AT 6:00 P.M. SHALL BE ALLOWED TO VOTE.

ONCE EVERYONE HAS VOTED AND LEFT THE POLLS

Follow the checklist in the Election Day Handbook.

PRIMARY REMINDERS:

Machines must be tallied

No precincts can tally machines until all voters have left the building. Be sure to tally each machine separately.

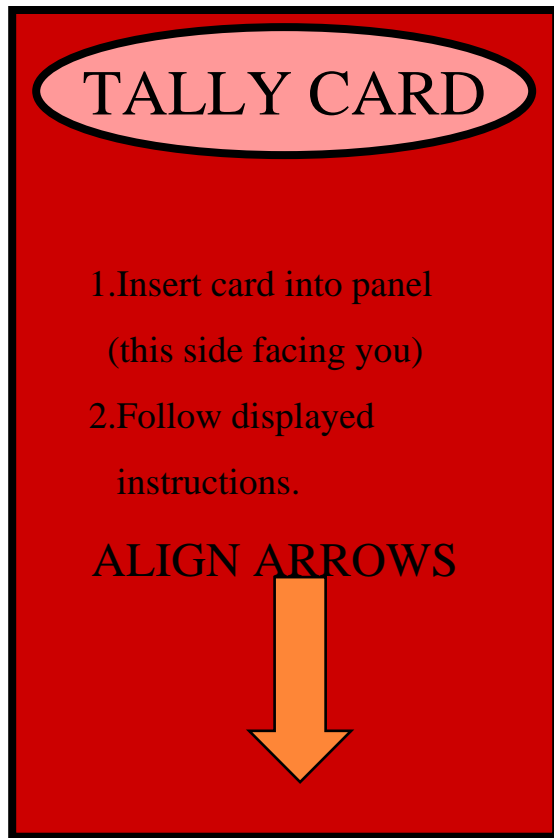
All machines must be taken apart and put back in their cases.

All ADA signs and equipment are to be placed by the machine. DO NOT BRING ADA OR MACHINES TO THE DROP OFF SITES UNLESS SPECIFICALLY INSTRUCTED

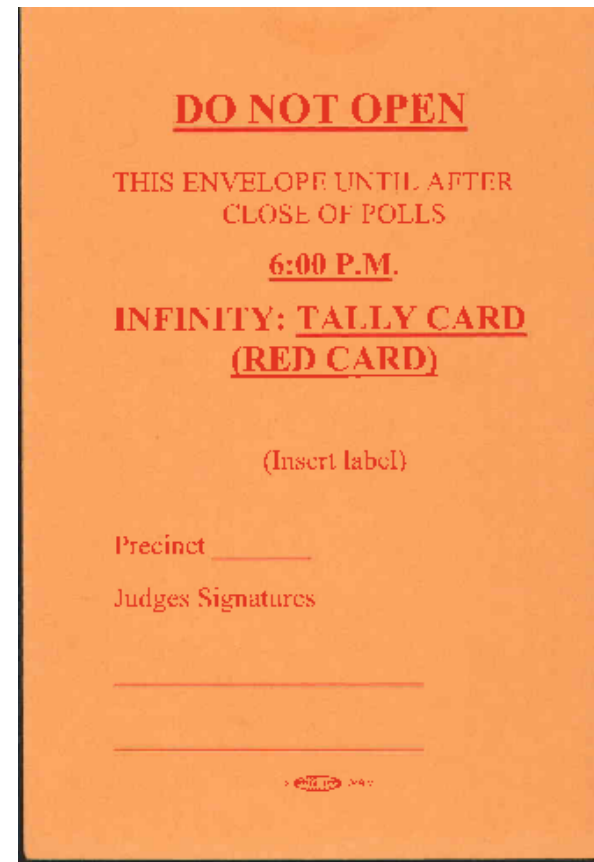
Polling places must be returned to their original setup.

The Inspector must return all election supplies to the drop off sites with Judge.

YOU WILL NEED A SEPARATE RED TALLY CARD AND ENVELOPE FOR EVERY VOTING MACHINE YOU HAVE IN YOUR PRECINCT



LABELED WITH INDIVIDUAL
MACHINE NUMBER



LABELED WITH ALL MACHINE NUMBERS
FOR YOUR PRECINCT

REMEMBER



TALLY TAPES

PRINT 3 TALLY TAPES
ONE TALLY TO RETURN WITH
EQUIPMENT
ONE TALLY FOR EACH PARTY
(DEMOCRAT AND REPUBLICAN)

President of U.S. (1)
BARACK OBAMA (D) 1
JOHN MCCAIN (R) 2
EVE SHAW (L) 3
MR. LEVIN 4
Undervotes: 0 Contest Total: 10

Governor of Connecticut Governor (1)
JILL LONG THOMPSON (D) 8
MIGUEL DANIELS (R) 2
AUNY CORNING (L) 3
WRITE-IN 4
Undervotes: 0 Contest Total: 17

Allgemeine General (1)
LINDA FENCE (D) 8
GREG ZOLLER (R) 2
WRITE-IN 3
Undervotes: 0 Contest Total: 13

Superintendent of Public Inst. (1)
RICHARD E. WOOD (D) 2
Contest Total: 2

Supreme Court Justice - Dickson (1)
YES 1
NO 2
Undervotes: 0 Contest Total: 3

EN Court of Appeals - Vardun (1)
YES 1
NO 2
Undervotes: 0 Contest Total: 3

INTAX Court Judge - Fisher (1)
YES 1
NO 2
Undervotes: 0 Contest Total: 3

Center Two Assess (1)
YES 1
NO 2
Undervotes: 0 Contest Total: 3

PLEASE SIGN
HERE

INSPECTOR AND BOTH
JUDGES SIGN

DROP OFF SITES

Gov't Complex A-2nd Fl.,

Saint John – Hobart – Lake Station – Winfield – Tri-Creek
Crown Point – Schererville – Merrillville – Cedar Lake
Eagle Creek - West Creek

Gary Airport-West Entrance (B Coleman Aviation)

Gary – East Chicago - Whiting

Wicker Park (SOCIAL CENTER)

Hammond – Highland – Dyer – Munster-
Griffith



DROP OFF SITES

Inspectors please have these items ready for drop off:

1. Envelope #1 with Zero Proof tape, Start card, Vote cards & tally tapes inside. Also, insert Zip lock bag containing the Red Machine Tally cards only
2. POLL PAD AND JETPACK/CRADLEPOINT IN THEIR BOXES THE WAY YOU RECEIVED THEM
3. STATEMENT OF EXPENSE
4. Emergency Ballot Envelope #8 if used.
5. Red Provisional Bag



**FOR THE DROP OFF SITES, PLEASE HAVE THE FOLLOWING
READY:**

STATION #1 - IPAD (POWER ON), CHARGER, AND RED TALLY CARDS
(IN ZIPLOC BAG)

STATION #2 - HOT SPOT, WHITE ENVELOPE, AND BLACK BAG

STATION #3 - SIGN PAPERWORK - INSPECTOR/REPUBLICAN JUDGE
(BRING A PEN)

STATION #4 - AUDITOR'S OFFICE/PAY CLAIMS/CERTIFICATION OF
TRAINING



QUESTION PERIOD



I do solemnly swear or affirm :

- (1) I will support the Constitution of the United States and the Constitution of the State of Indiana
- (2) I will faithfully and impartially discharge the duties of inspector, judge or poll clerk of this precinct under the law.
- (3) I will not knowingly permit any person to vote who is not qualified and will not knowingly refuse the vote of any qualified voter or cause any delay to any person offering to vote other than is necessary to procure satisfactory information of the qualification of that person as a voter.
- (4) I am now a bona fide resident of the county in which the precinct in which I am to act as a member of the election board is situated and, if required by law, am a qualified voter of that county.
- (5) I will not disclose or communicate to any person how any voter has voted at this election or how any ballot has been folded or marked.
- (6) I am able to read, write, and speak the English language.
- (7) I have no property bet or wagered on the result of this election.
- (8) I am not a candidate to be voted for at this election in this precinct, except as an unopposed candidate for a political party office.
- (9) If I am serving as an inspector, I am not the chairman or treasurer of the committee of a candidate whose name appears on the ballot.
- (10) I am not related to any person to be voted for at this election in this precinct as the spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, or niece of that person, unless that person is an unopposed candidate.
- (11) I was trained as required by IC 3-6-6-40.





WE CAN HELP!

LAKE COUNTY BOARD OF
ELECTIONS AND REGISTRATION
2293 N MAIN STREET
CROWN POINT, IN 46307
219-755-3795 & 219-755-3796